

SECRET

D/Pers

82-9447

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Human Resource Activity - FY 82 Review

FROM:

C/HRPS/OP
1012 Ames Bldg.

EXTENSION

NO.

DATE

22 Dec 82

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/OP/PA&E
1006 Ames Bldg. 22 DEC 1982

2.

3. EA/OP
5 E 58 Hqs. 28 DEC 1982

4.

5. DD/OP
23 DEC 1982

6.

7. D/OP
28 DEC 1982

8.

ExD.i

04 JAN 1983

9.

10. D/OP
JAN 1983

11.

12.

PATE

6 JAN 1983

13.

CLPS

6 JAN 1984

11/10/83

14.

CLHRPS

11 JAN

15.

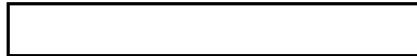
12-14.
at least we
knew it was
real. ?

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22 December 1982

MEMORANDUM FOR: Director of Personnel

FROM:



C/HRPS/OP

SUBJECT: Agency Human Resource Activity-FY 82 Review

1. The end of FY 82 seemed an opportune time to re-initiate the production of the Human Resource Management Information System (HRMIS) graphs. Accordingly, the attached HRMIS graphs highlight the Agency personnel activity for FY 82. It is not expected that the attached material will present many surprises because it reflects the activity we have recently experienced. There are some highlights, however, that you might keep in mind as you review the attached material.

2. Charts A through C show that the DDA consistently has the highest accessions in 1982. However, the dominant factor of the Agency accessions is the marked seasonality of our professional and technical accessions, with October, February, and July being the peak periods. In contrast, our clerical accessions remain fairly steady throughout the year. It is also no surprise that females correlate most closely with clerical accessions and males with professional accessions.

3. Charts D through J show that the Agency's PRAs seem to be fairly constant in FY 82, with the DDI and DDS&T rising slightly and the DDO, DDA, and DCI dropping slightly. PRAs for GS-12 and GS-13 employees showed a marked increase in the November/January time-frame in the DDO and DDS&T. In contrast, the DDI showed an increase in GS-07, GS-11, and GS-12 during the later portion of FY 82. This may be a result of their reorganization. Our PRA'd employees are typically professional males in their 30s and 40s. This would seem to indicate that we are using PRAs predominantly for our mid-careerists.

4. Charts K and L show that as with accessions, the DDA is the leader in separations for FY 82. Once again we see a marked seasonality, with January, June, July, and August as the peak separation periods. It is also clear that it is our professional separations that drive our seasonality.

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5. Charts M through O show that throughout FY 82 we saw a steady climb in the number of Agency employees who are eligible for retirement. As expected, the bulk of our eligible employees are professionals in the DDO or DDA. Not surprisingly, we also find seasonal high retirements in January, June, and July.

6. Charts P through S show that Agency strength has shown a continuous increase for the last two years. During FY 82 this increase was continually in the [] percent range. It is also clear that our transfer of over [] employees from the clerical to the technical category resulted in equalizing our technical and clerical employees at about 2500 each. Of course, this transfer of [] of our clerical employees to another category can create the illusion of a drastic reduction in our clerical-to-professional ratio rather than the intentional shift from clerical to technical manpower requirements. While FY 82 separations were higher than FY 81 separations in the second and third quarters, EODs were also higher for the same period which allowed the Agency to show a gain in overall strength.

7. In summary, FY 82 was a year of continuous growth in Agency strength. Contributing to this growth were lower than usual retirement levels and higher than usual hiring levels. There was also a conscious shift from clerical to technical manpower requirements through a massive category conversion. Areas that appear to warrant further attention include:

- a. the reasons for the high DDA employee loss and acquisition rates;
- b. future impacts of the reduced retirement rates in the 50-55 age bracket; and
- c. quantification of the seasonality of the Agency's accession, separation, and retirement cycles.

Attachment:

HRMIS Graphs A through S

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HRMIS

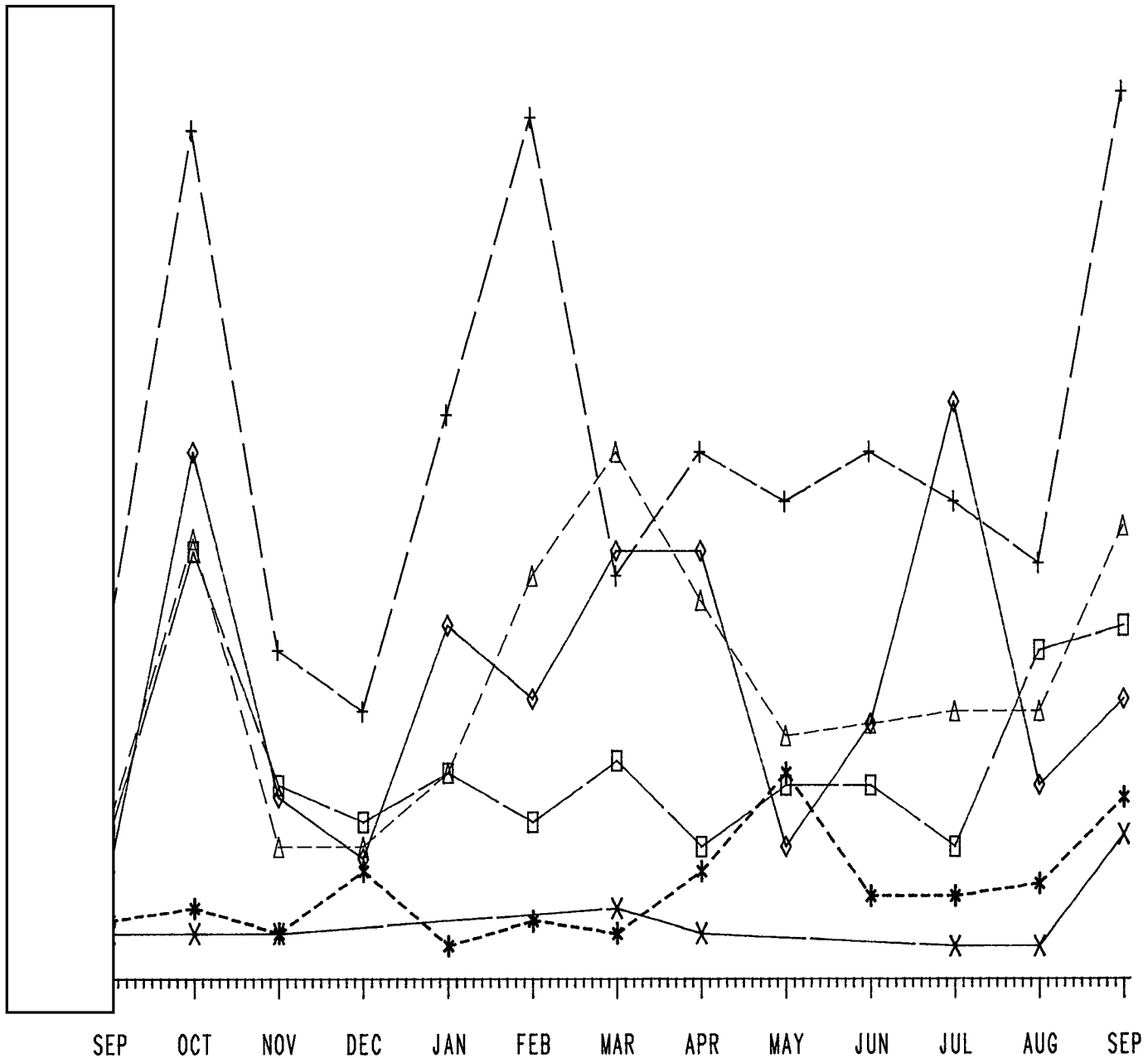
*DATA FROM
SEPTEMBER 1981
THRU SEPTEMBER 1982*

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CHART A

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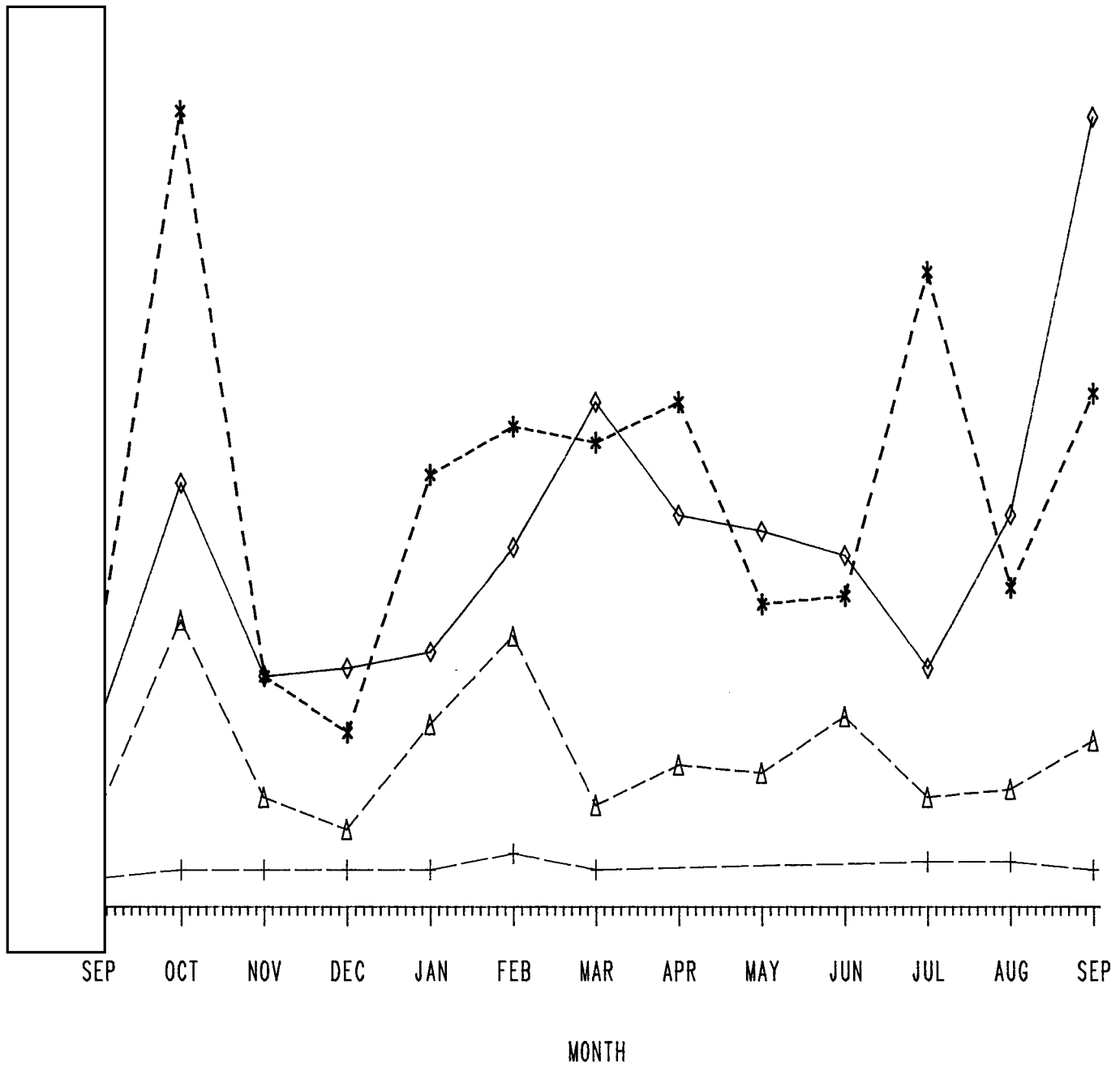
ACCESSIONS BY SD



LEGEND: SD ◇-◇-◇ D *-*-* E △-△-△ I +++ M □-□-□ R ××× U

25X1

ACCESSIONS BY SUB-CAT CODE



LEGEND: SCCE

◇—◇ CLERICAL

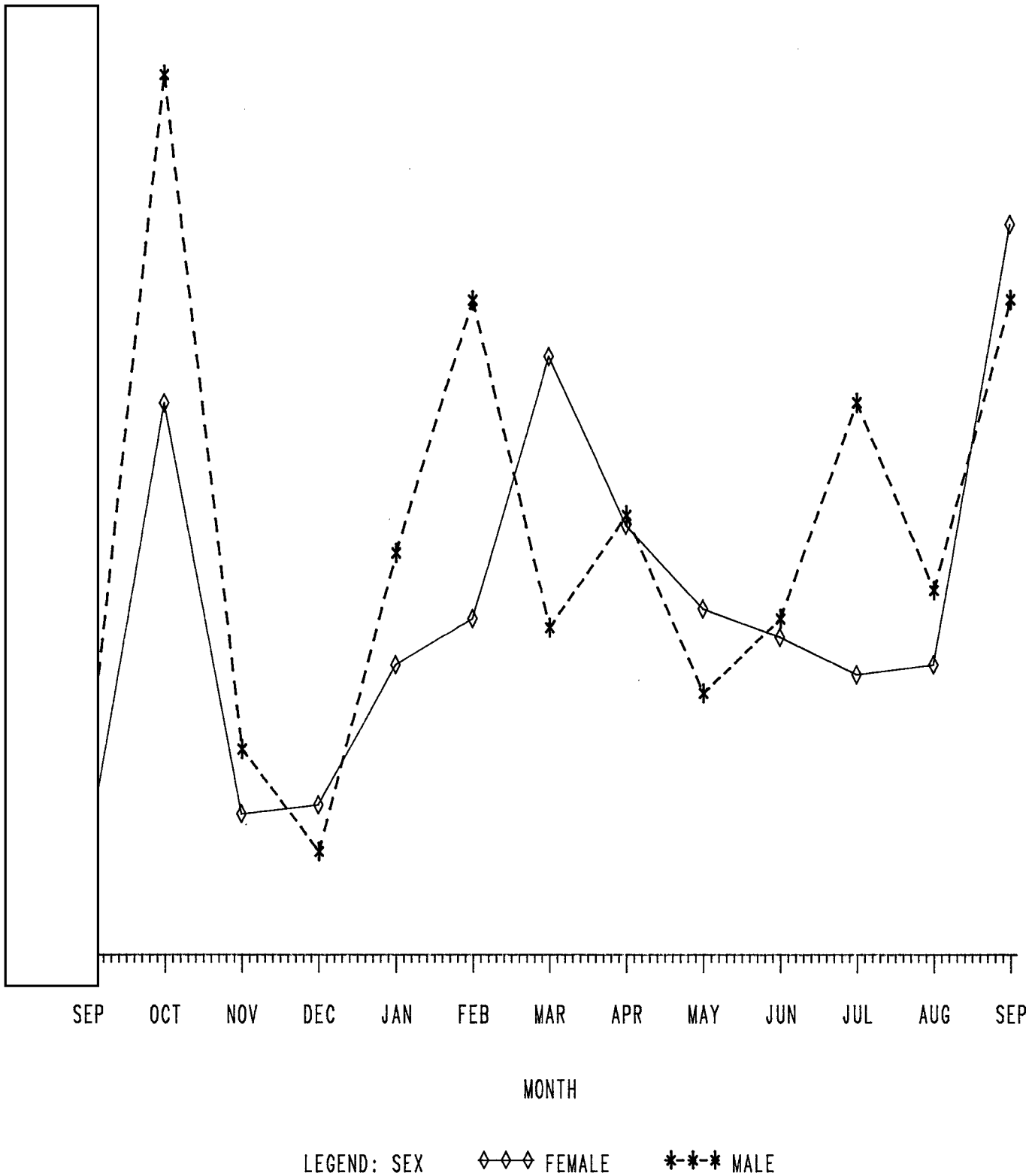
--* PROFESSIONAL

△-△-△ TECHNICAL

+--+ WAGE

25X1

ACCESSIONS BY SEX

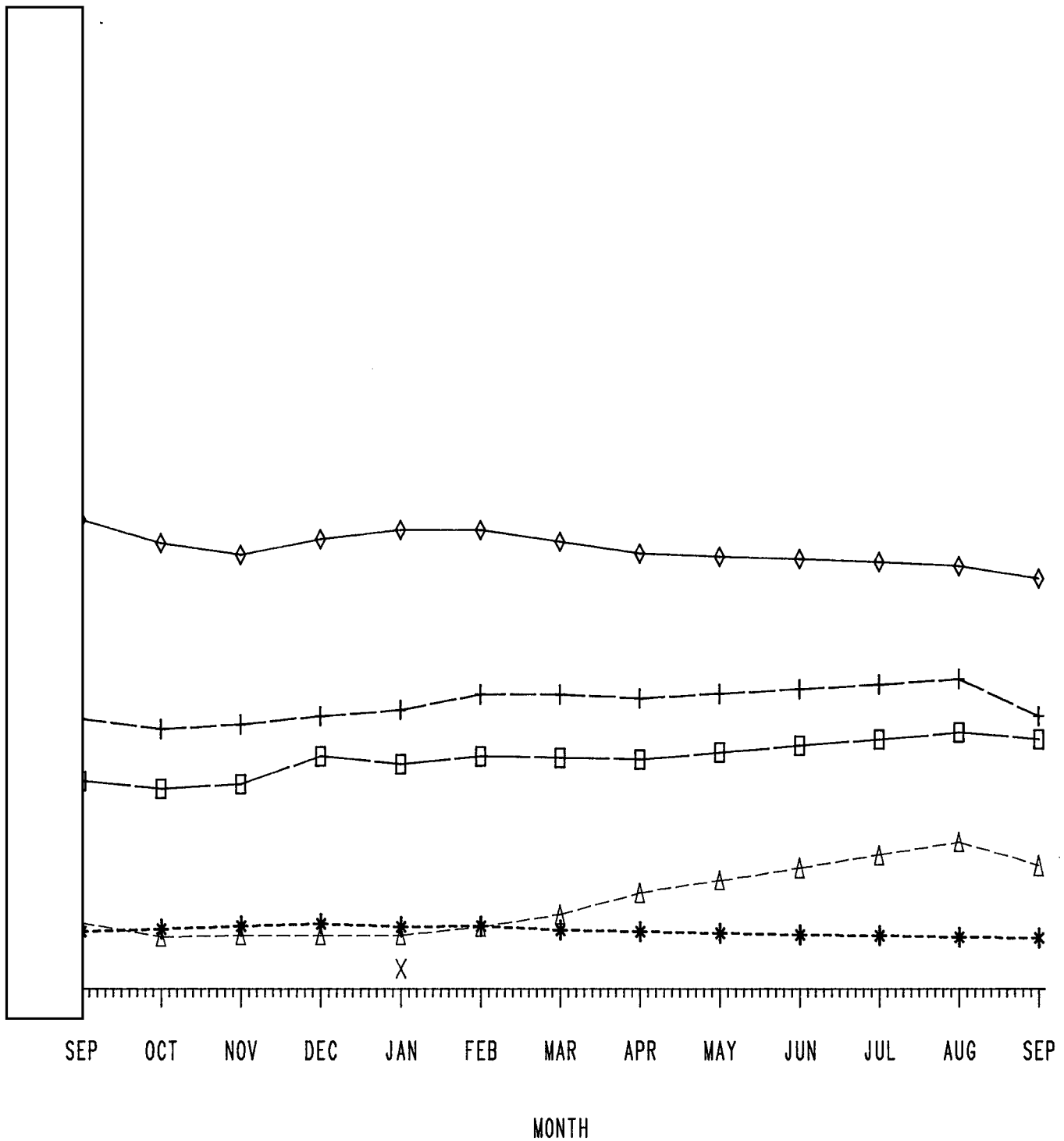


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CHART D

25X1

PRA BY SD



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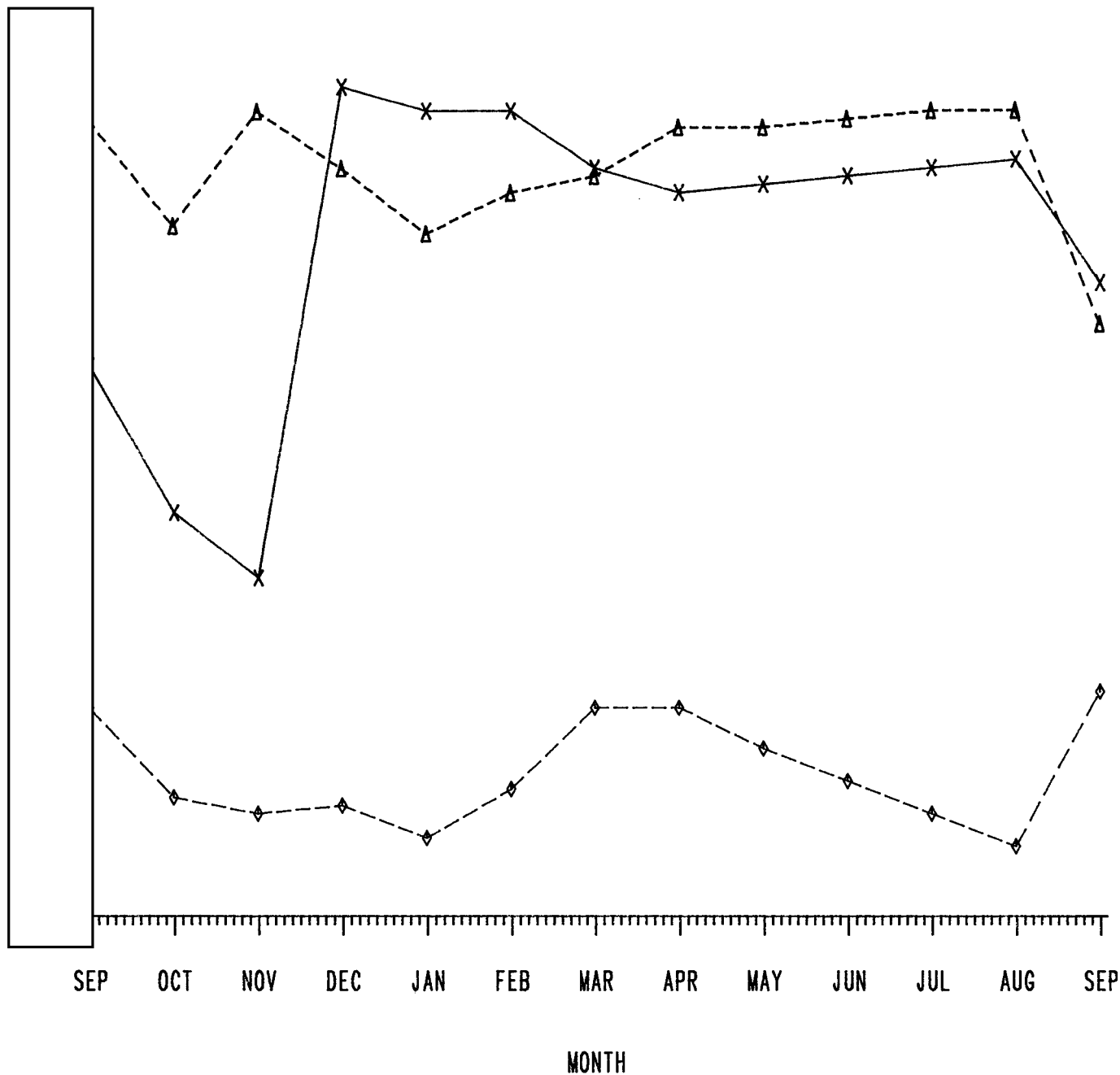
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CHART E

25X1

PRA BY SCHED/GRADE



LEGEND: SCHGR x-x-x GS-13 Δ-Δ-Δ GS-14 ◇-◇-◇ GS-15

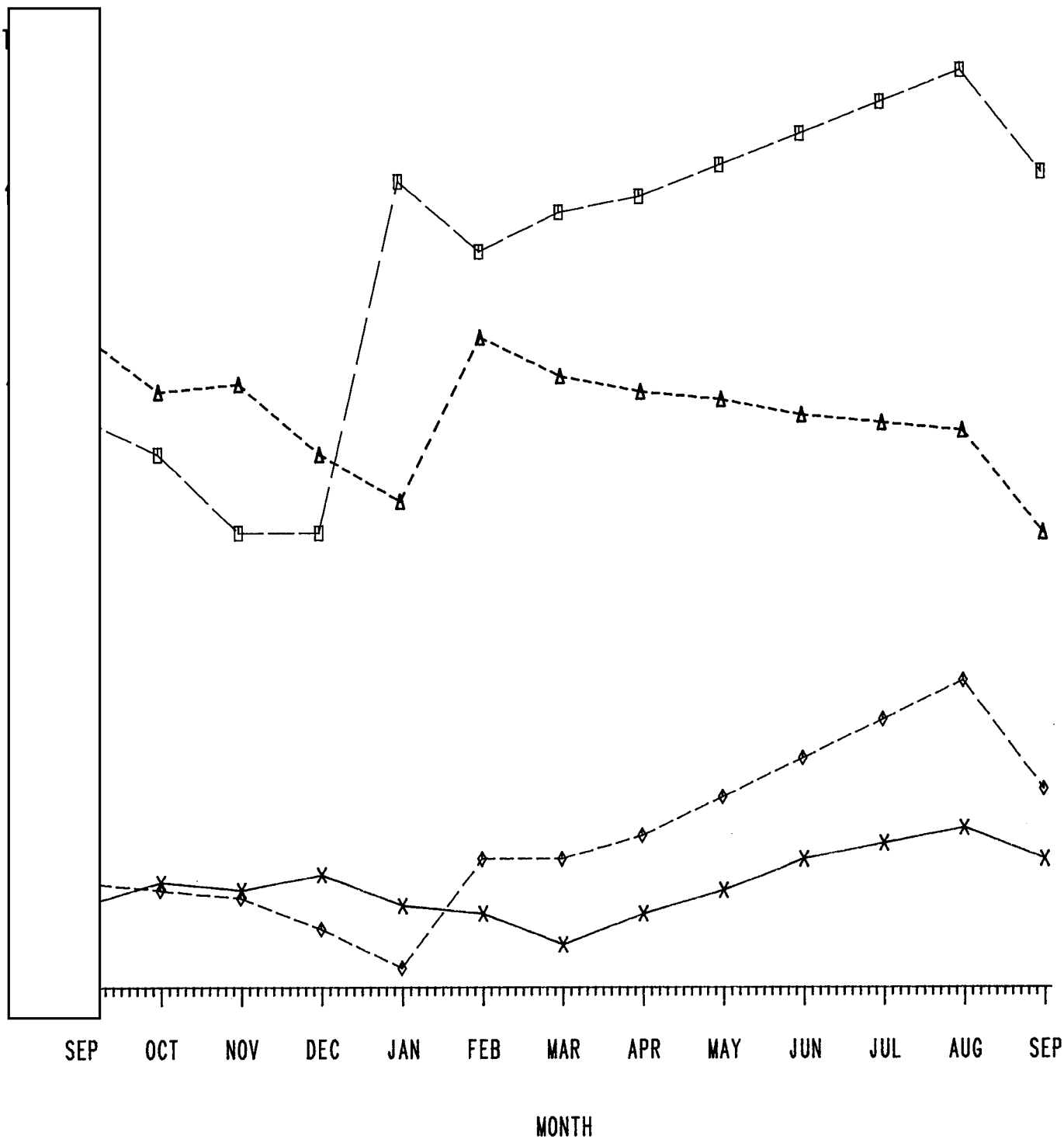
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CHART F

PRA BY SCHED/GRADE

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LEGEND: SCHGR x-x-x GS-09 Δ-Δ-Δ GS-10 ◇-◇-◇ GS-11 □-□-□ GS-12

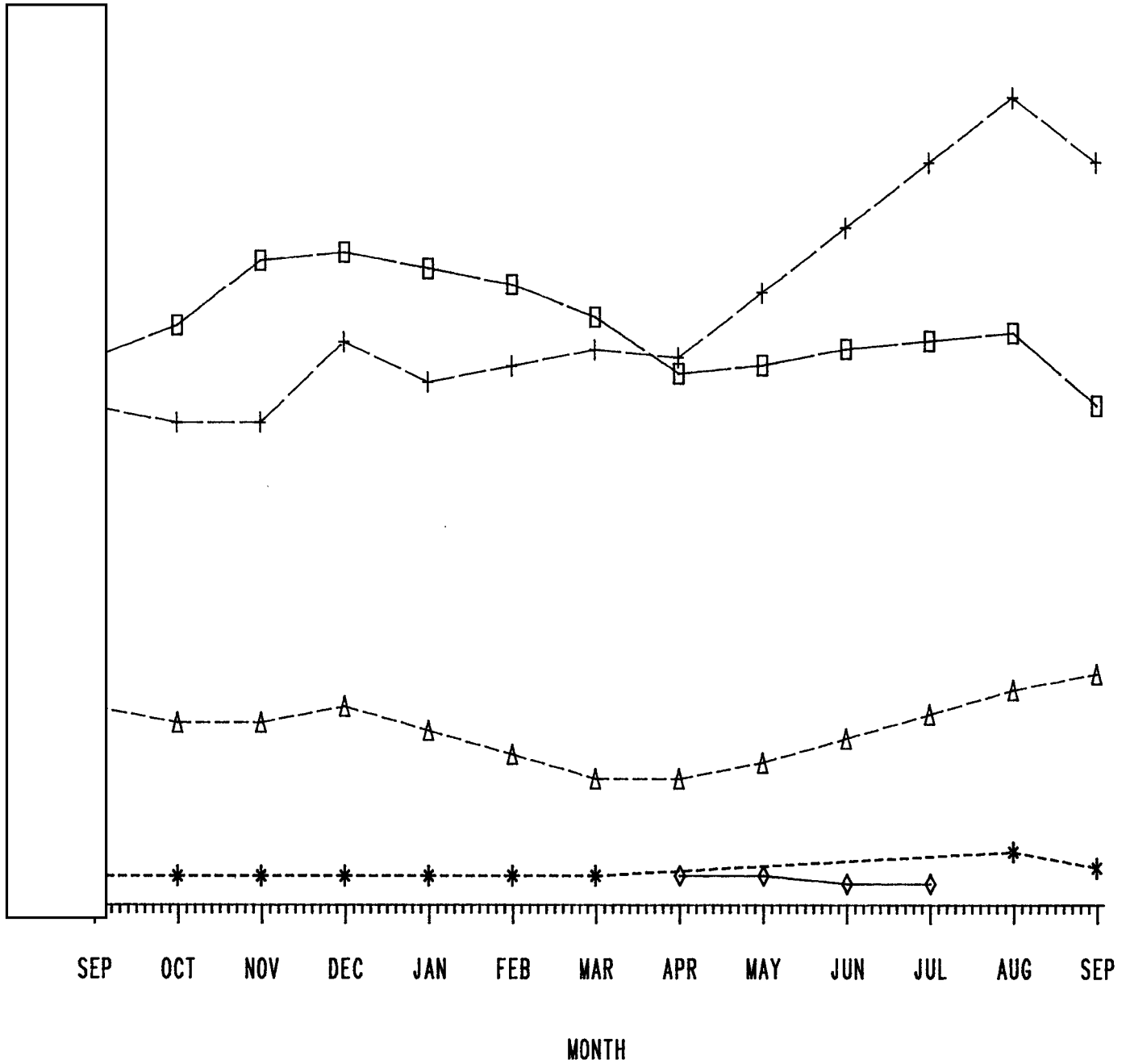
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CHART G

25X1

PRA BY SCHED/GRADE



LEGEND: SCHGR ◇◇◇ GS-04 *** GS-05 △△△ GS-06 +++ GS-07 □□□ GS-08

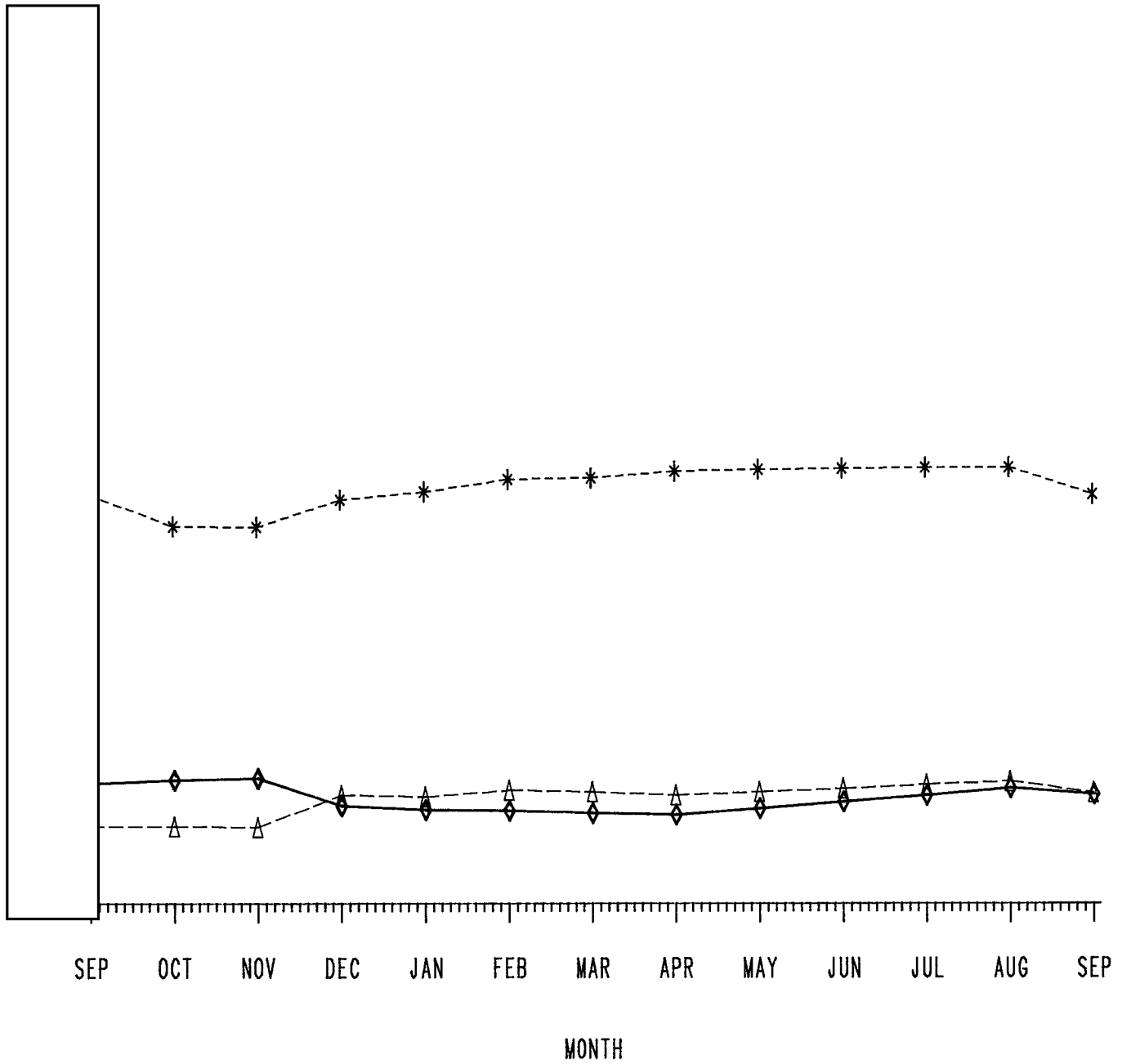
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CHART H

PRA BY SUB-CAT CODE

25X1



LEGEND: SCCE ◆◆◆ CLERICAL *** PROFESSIONAL △△△ TECHNICAL

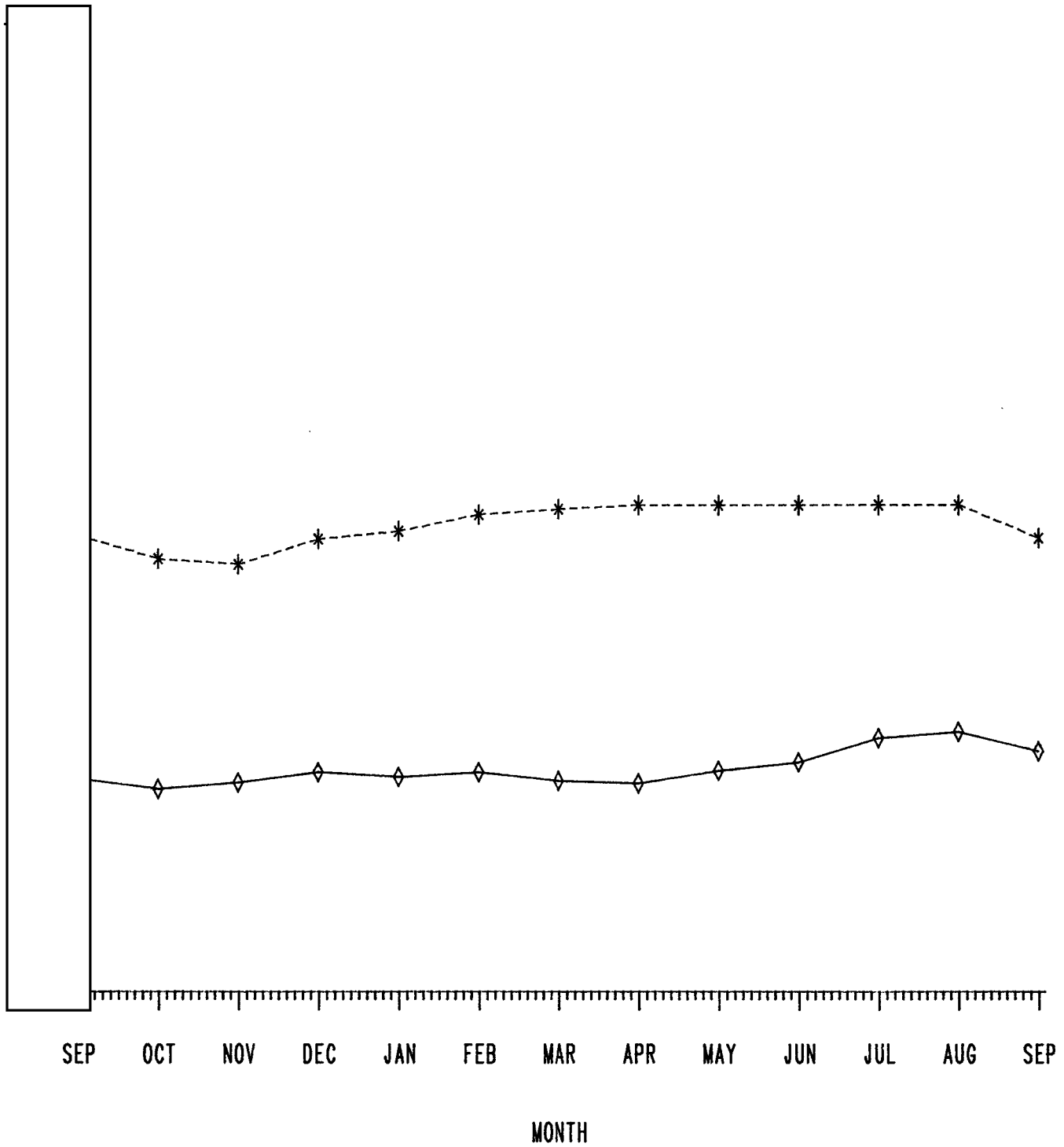
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CHART I

PRA BY SEX

25X1



LEGEND: SEX ◇-◇-◇ FEMALE *-*- MALE

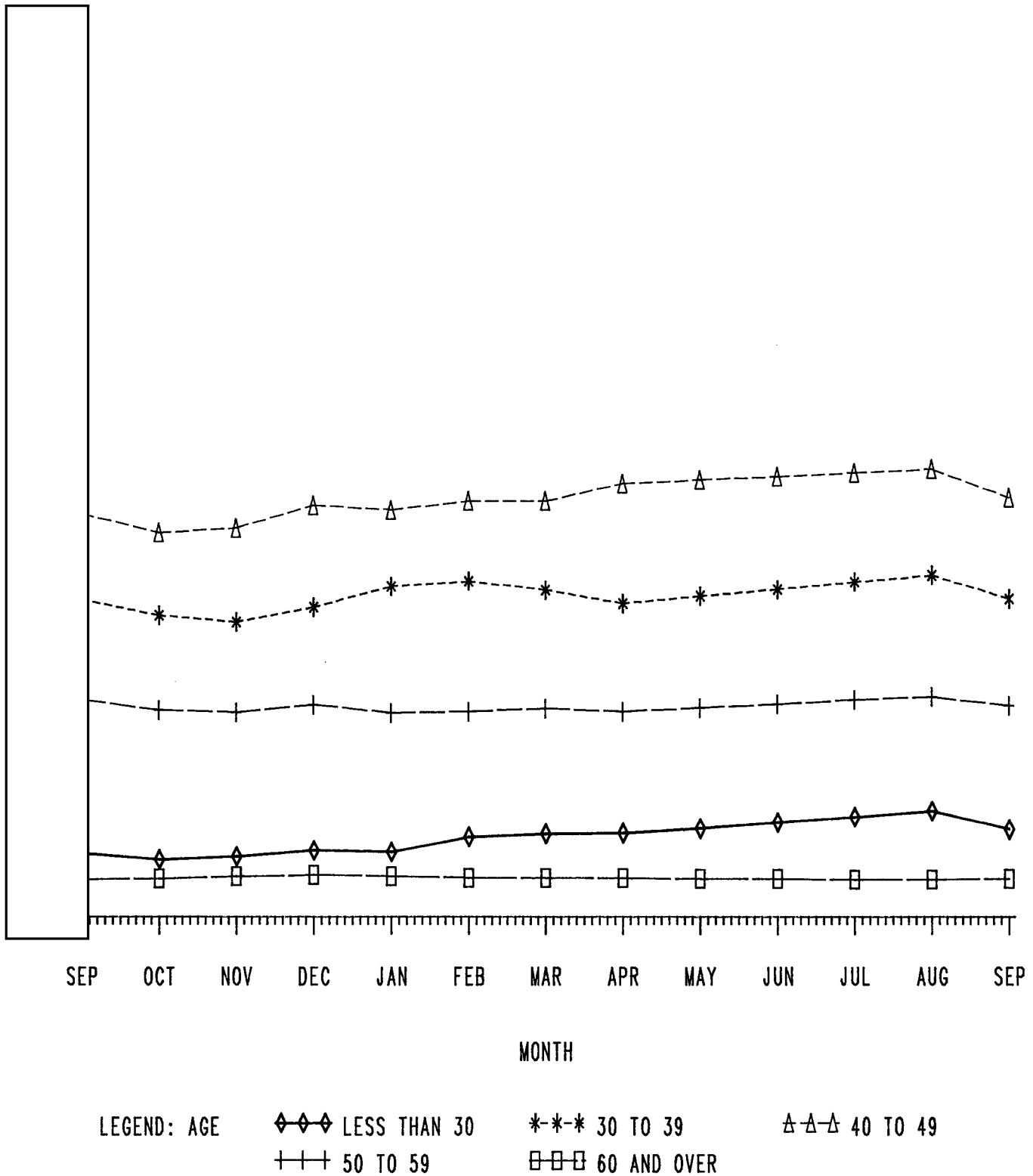
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CHART J

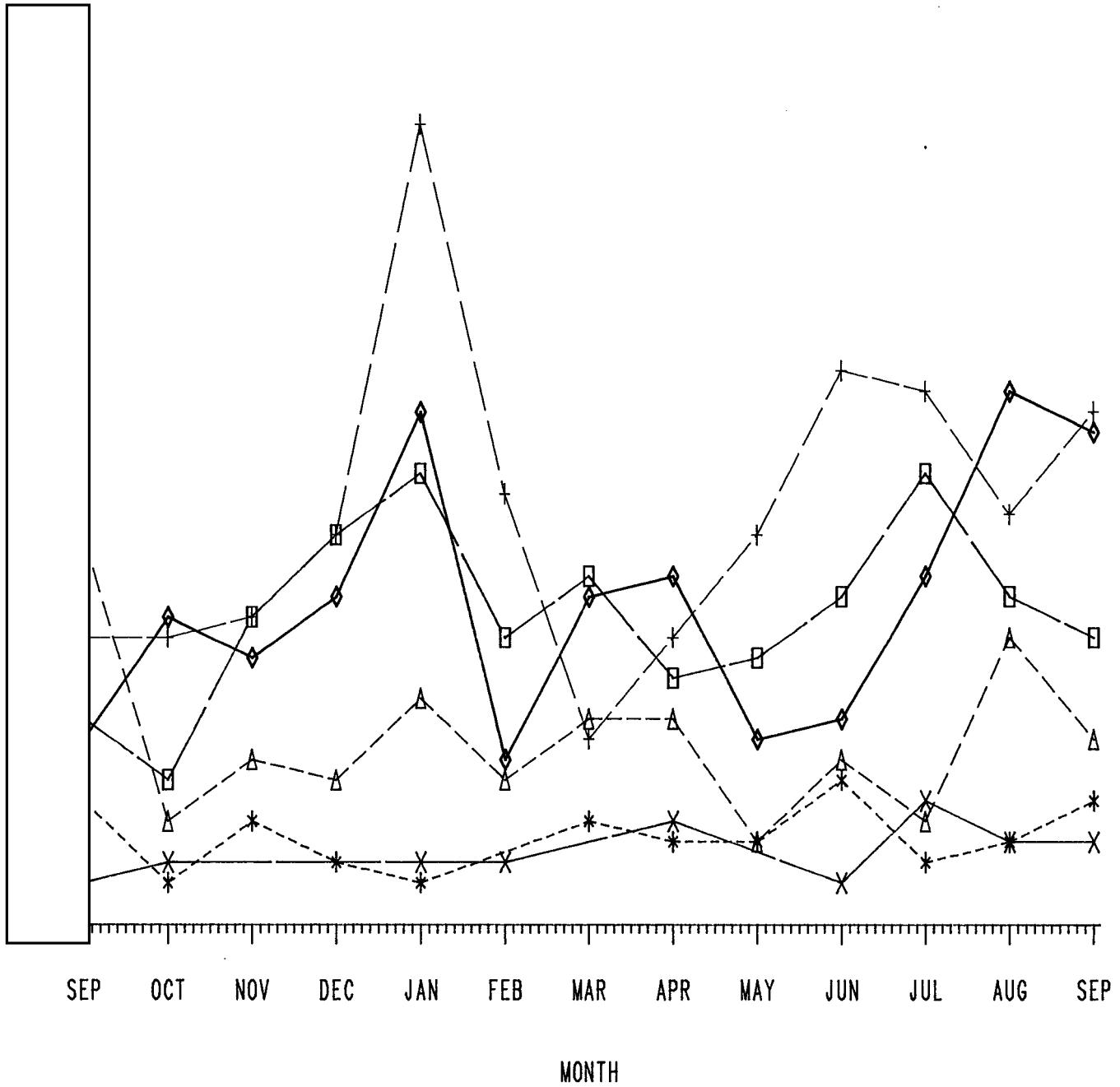
PRA BY AGE

25X1



25X1

SEPARATIONS BY SD



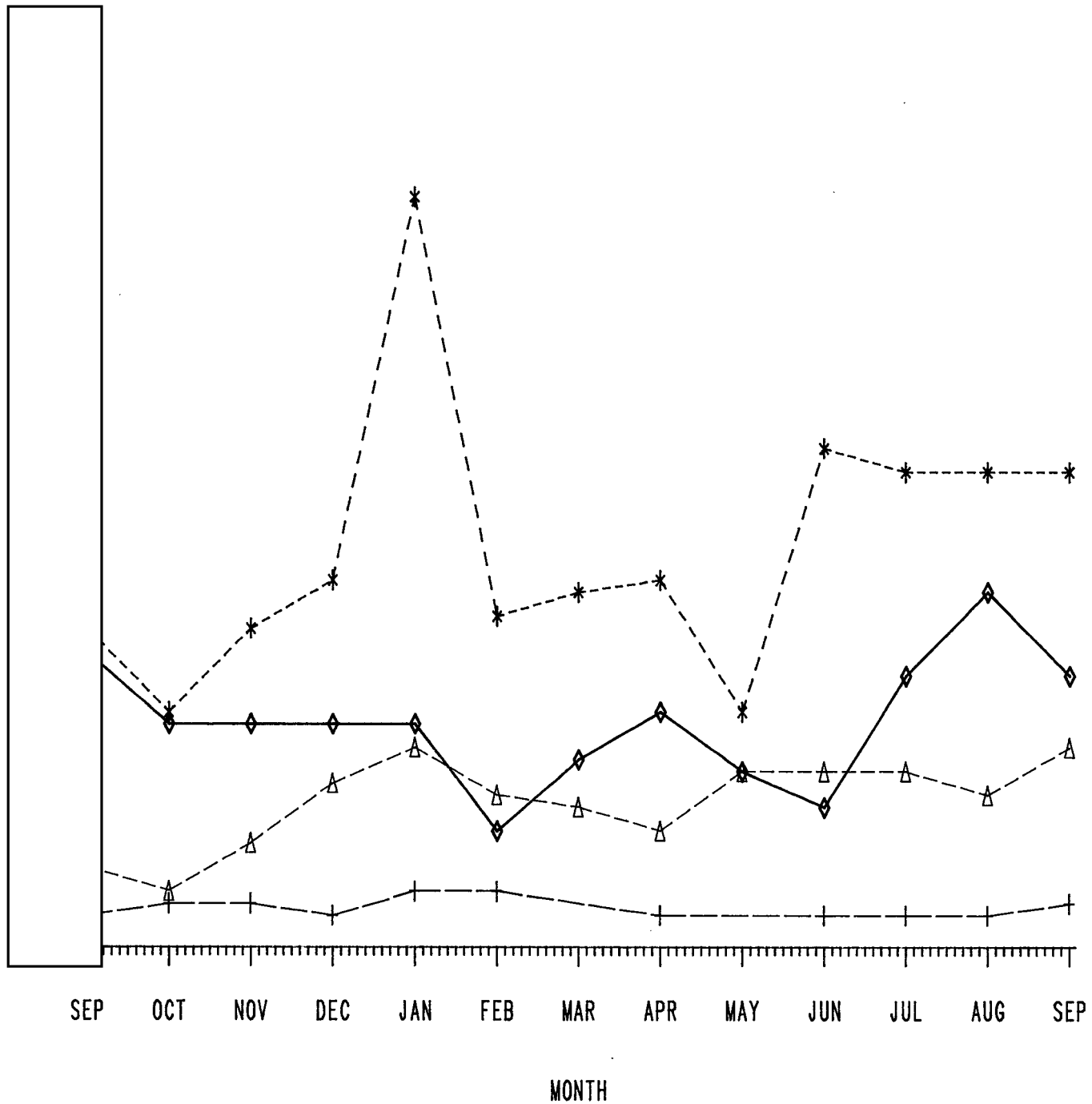
LEGEND: SD ◇-◇-◇ D *-*-* E △-△-△ I +++ M □-□-□ R ××× U

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CHART L

25X1

SEPARATIONS BY SUB-CAT CODE



LEGEND: SCCE

◆◆◆ CLERICAL

--* PROFESSIONAL

△△△ TECHNICAL

+ + + WAGE

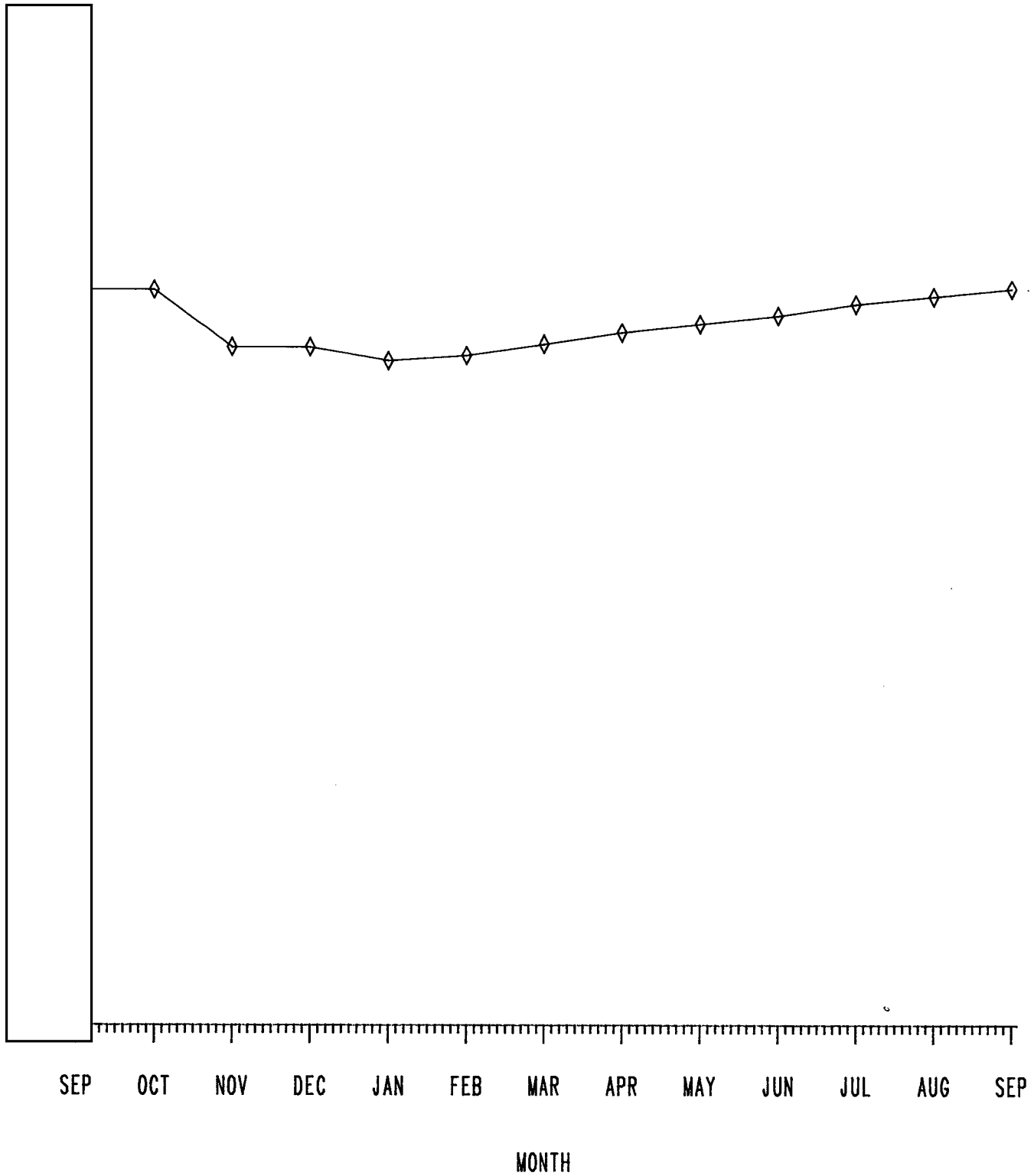
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CHART M

25X1

RETIRMENT ELIGIBLES



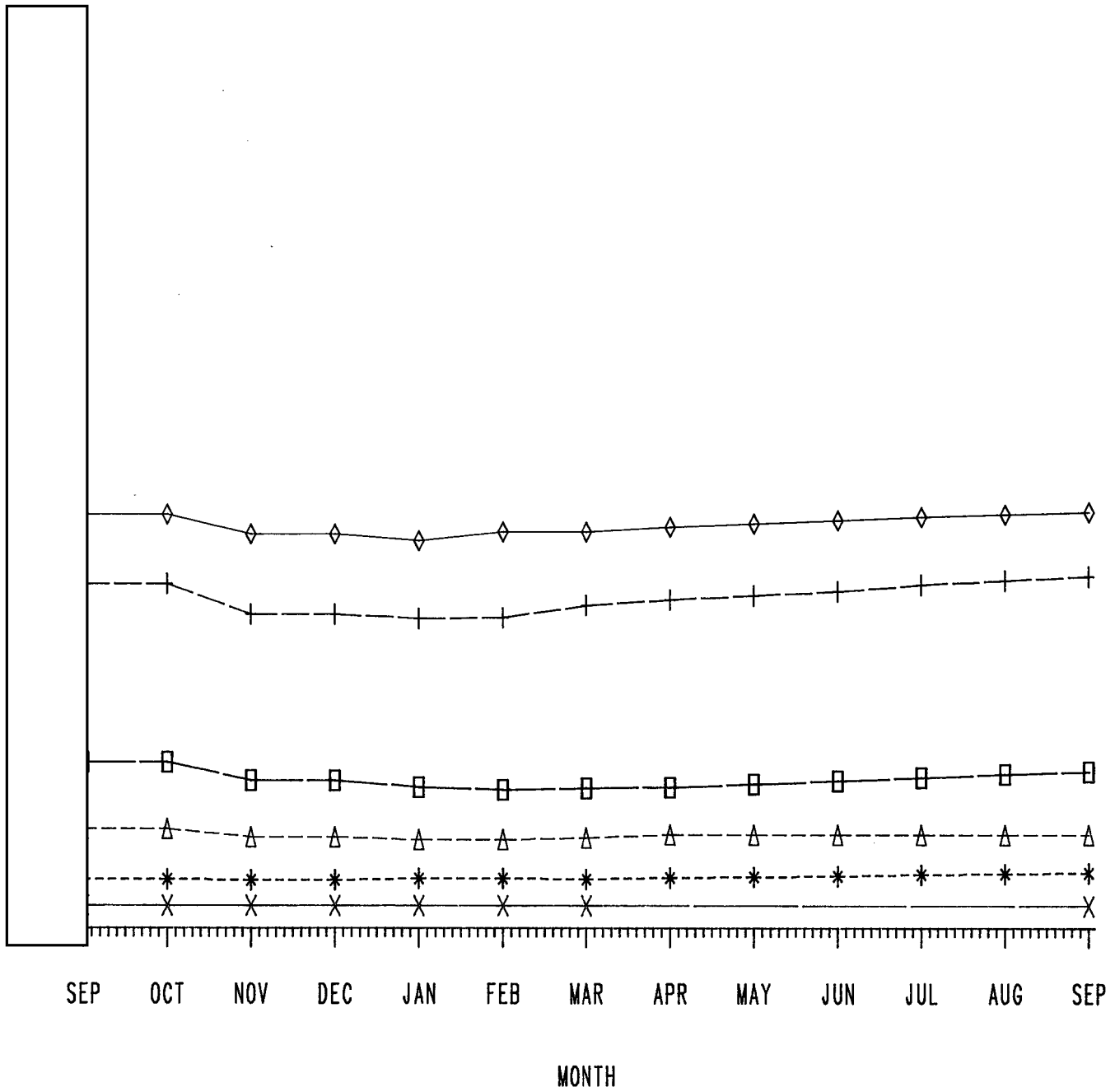
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CHART N

RTMT ELIGIBLES BY SD

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LEGEND: SD ◇◇◇ D *-* E △△△ I +++ M □□□ R ××× U

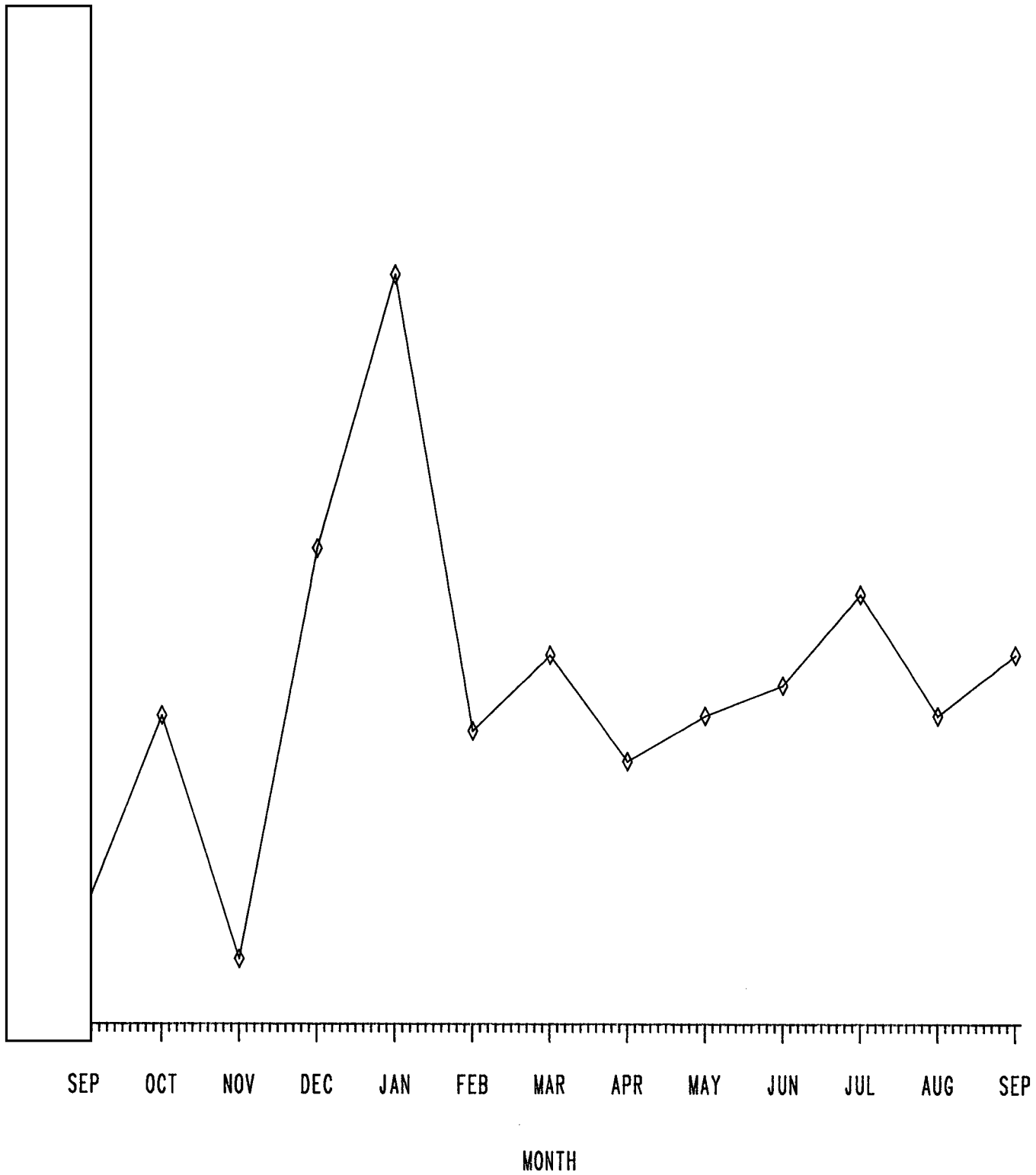
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CHART 0

25X1

RETIREMENTS



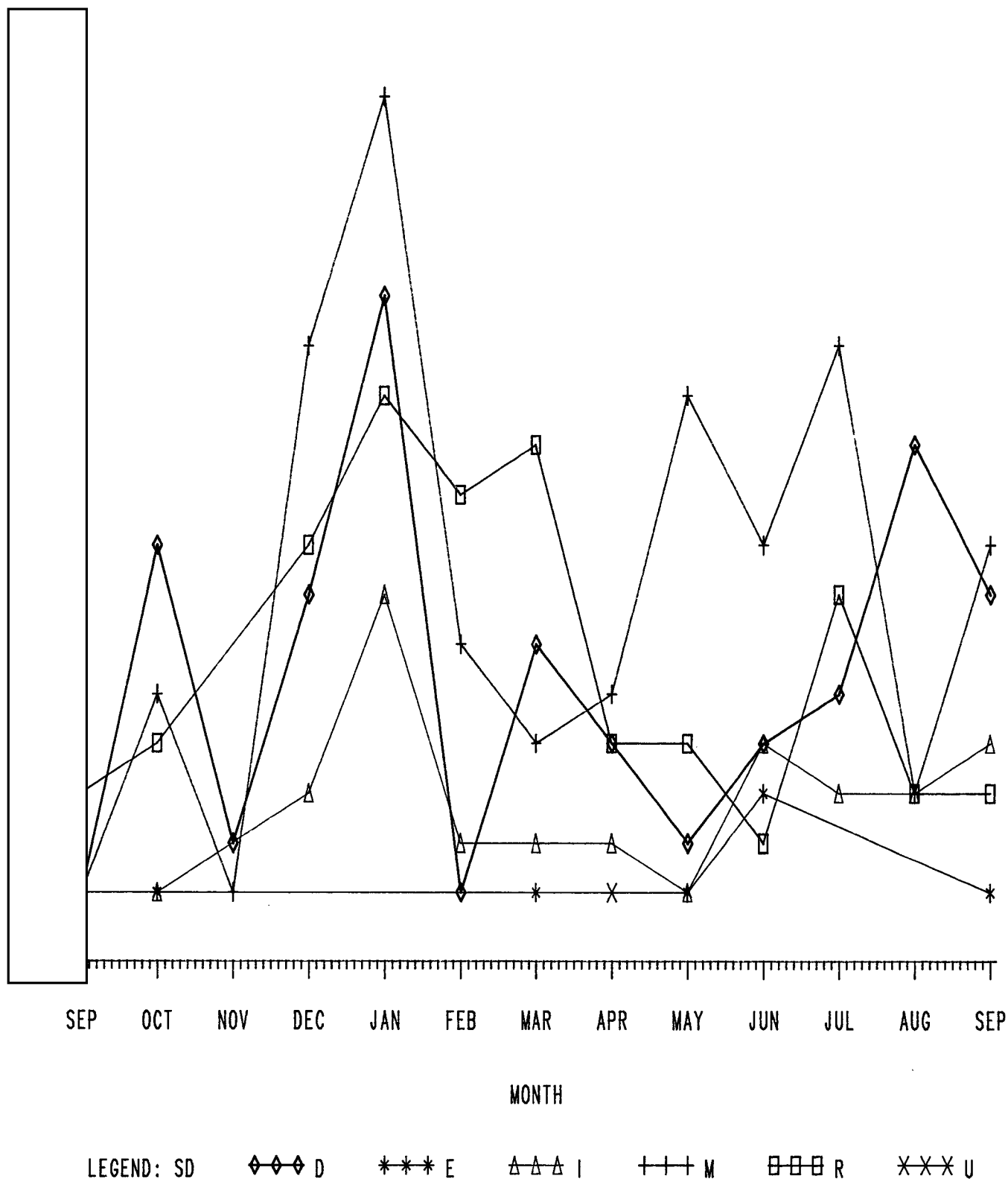
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CHART 0

25X1

RETIREMENTS BY SD



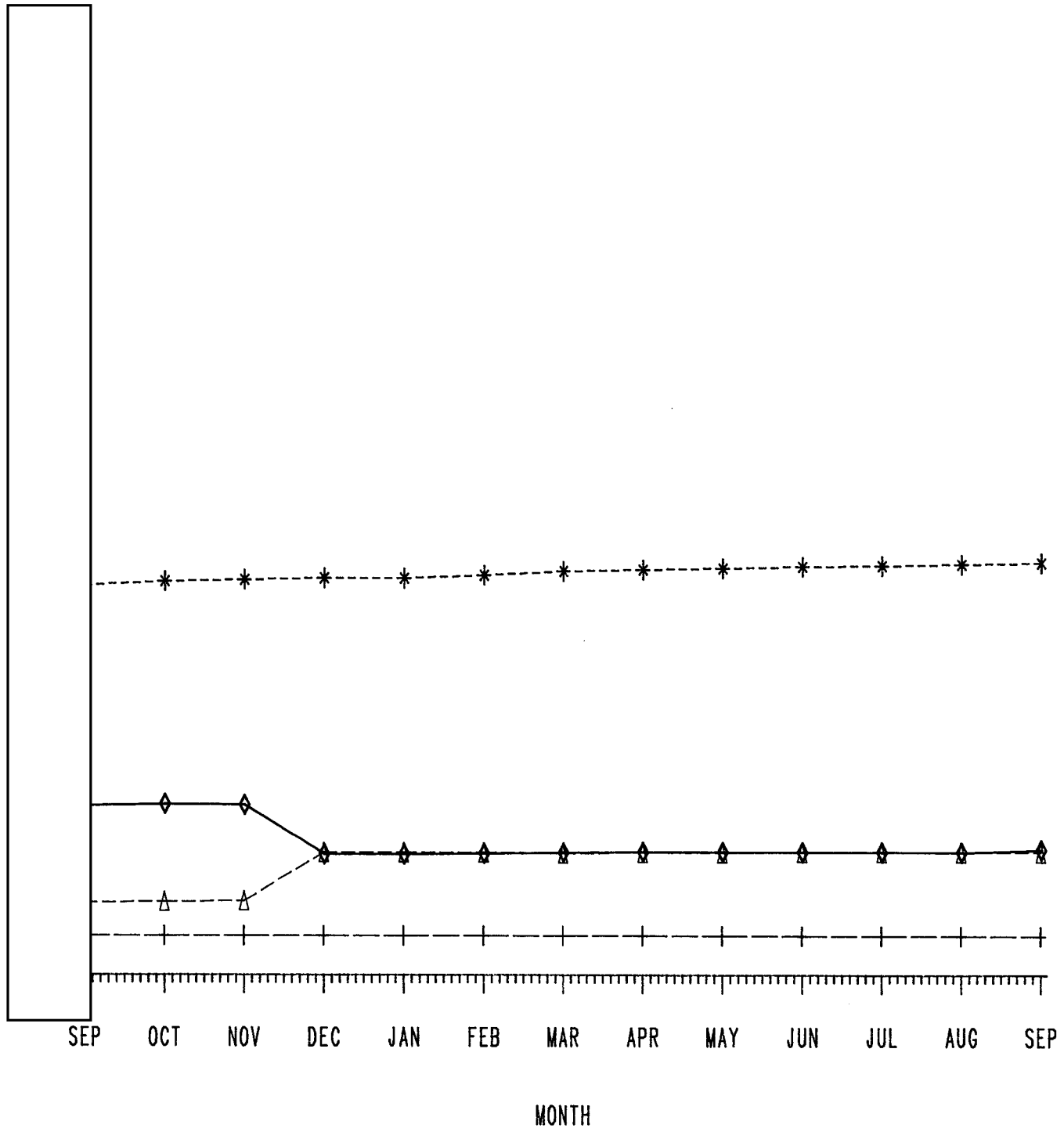
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CHART P

25X1

ON-DUTY BY SUB-CAT CODE



LEGEND: SCCE

◆◆◆ CLERICAL

*** PROFESSIONAL

△△△ TECHNICAL

+++ WAGE

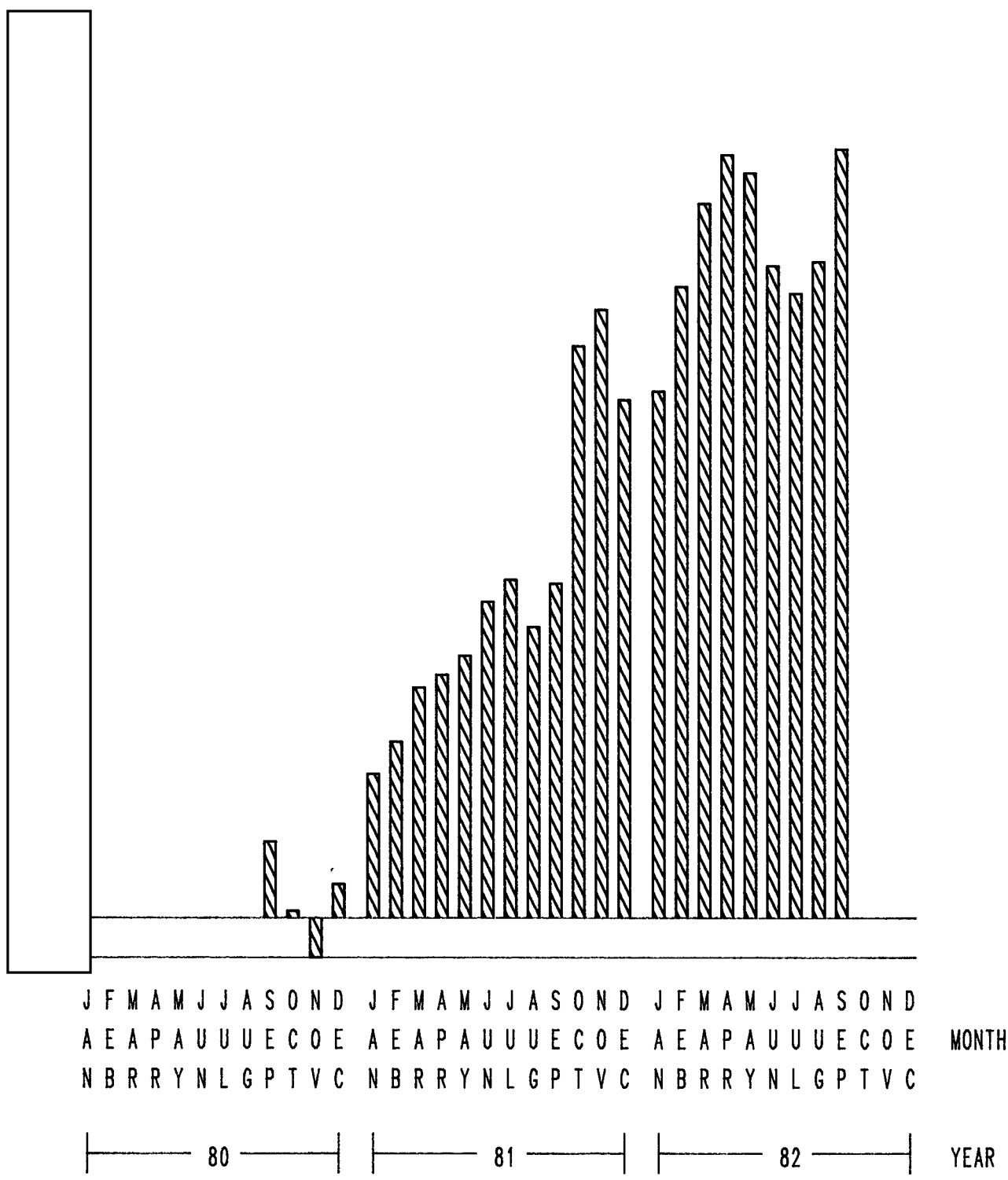
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CHART Q

PCT CHANGE OF ON-DUTY STRENGTH FROM PREVIOUS YEAR

25X1



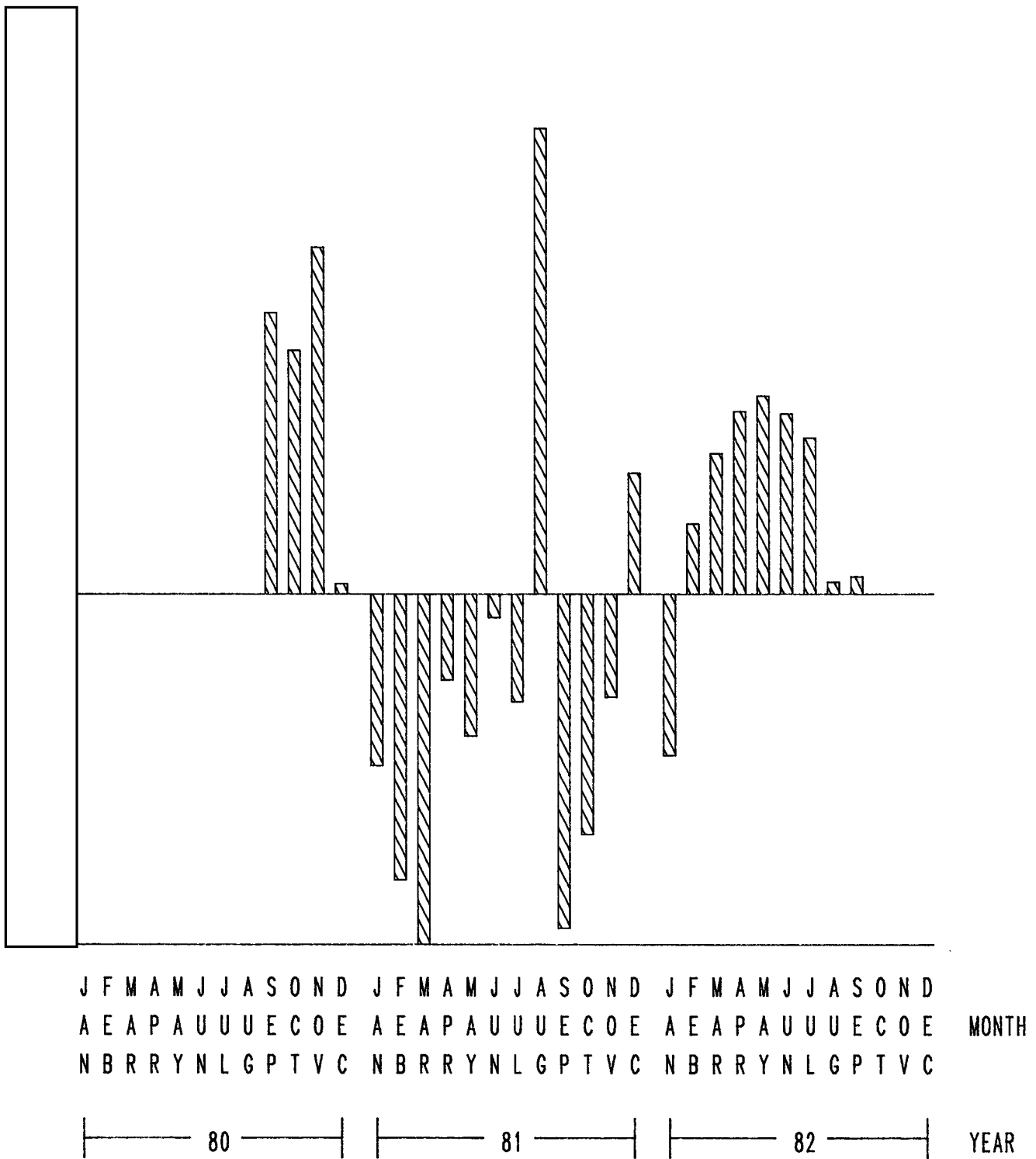
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CHART R

PCT CHANGE OF SEPARATIONS FROM PREVIOUS YEAR

25X1



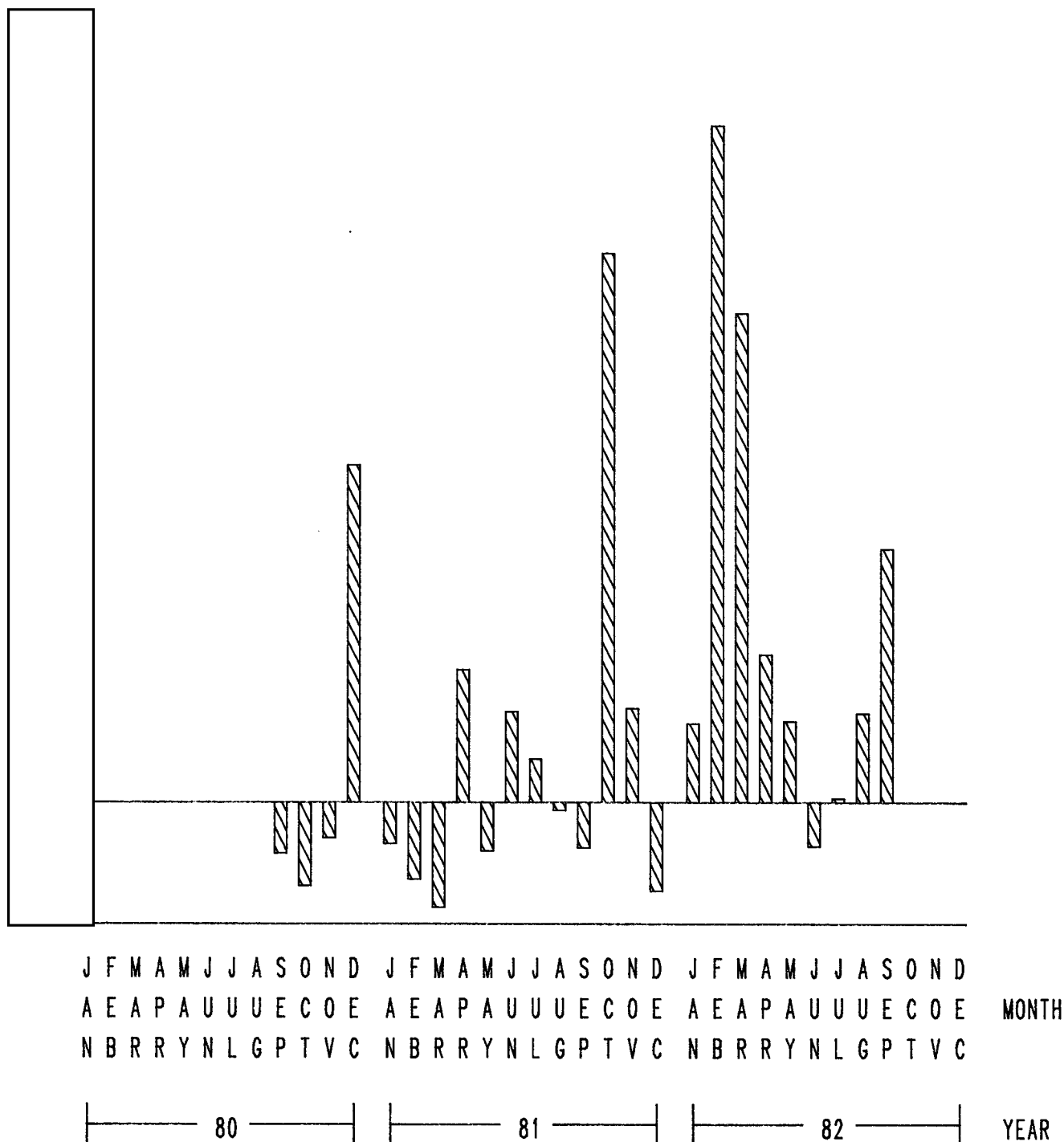
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CHART S

PCT CHANGE OF EODS FROM PREVIOUS YEAR

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>
① TOTAL PER
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RENT

② CHANGE MUST
ONE CHARACTER



HRMIS

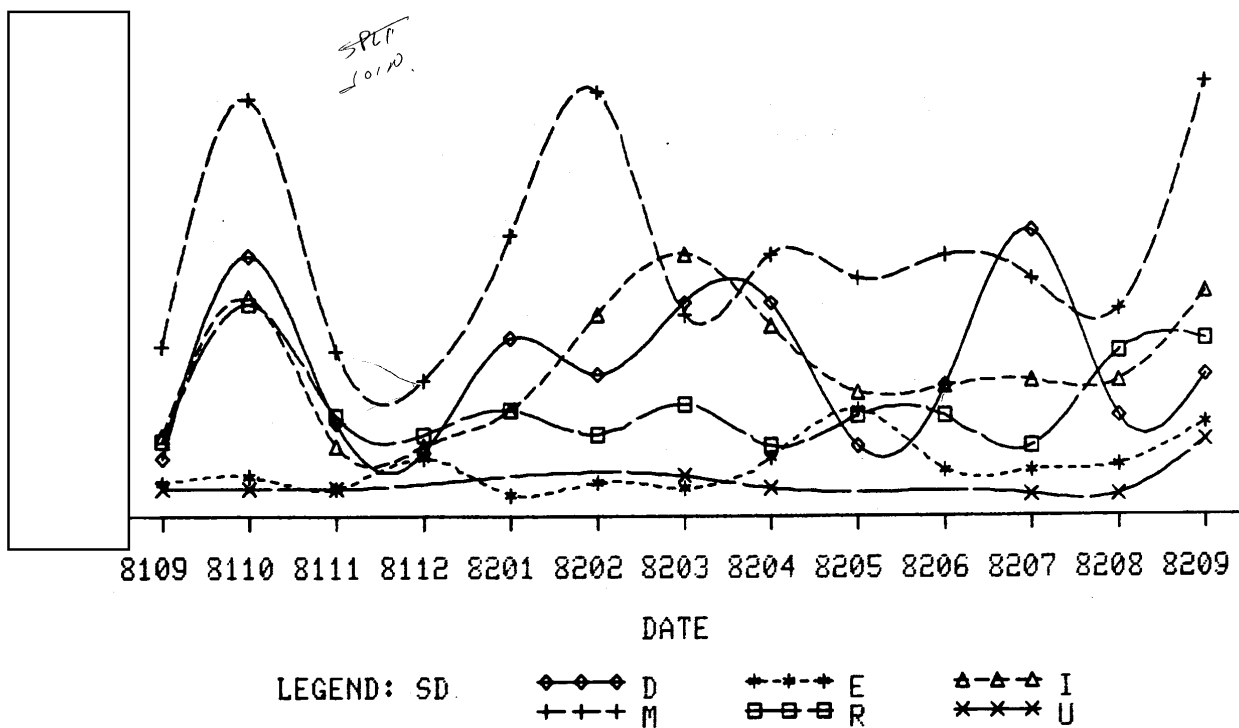


DATA AS OF
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SEPTEMBER 1982



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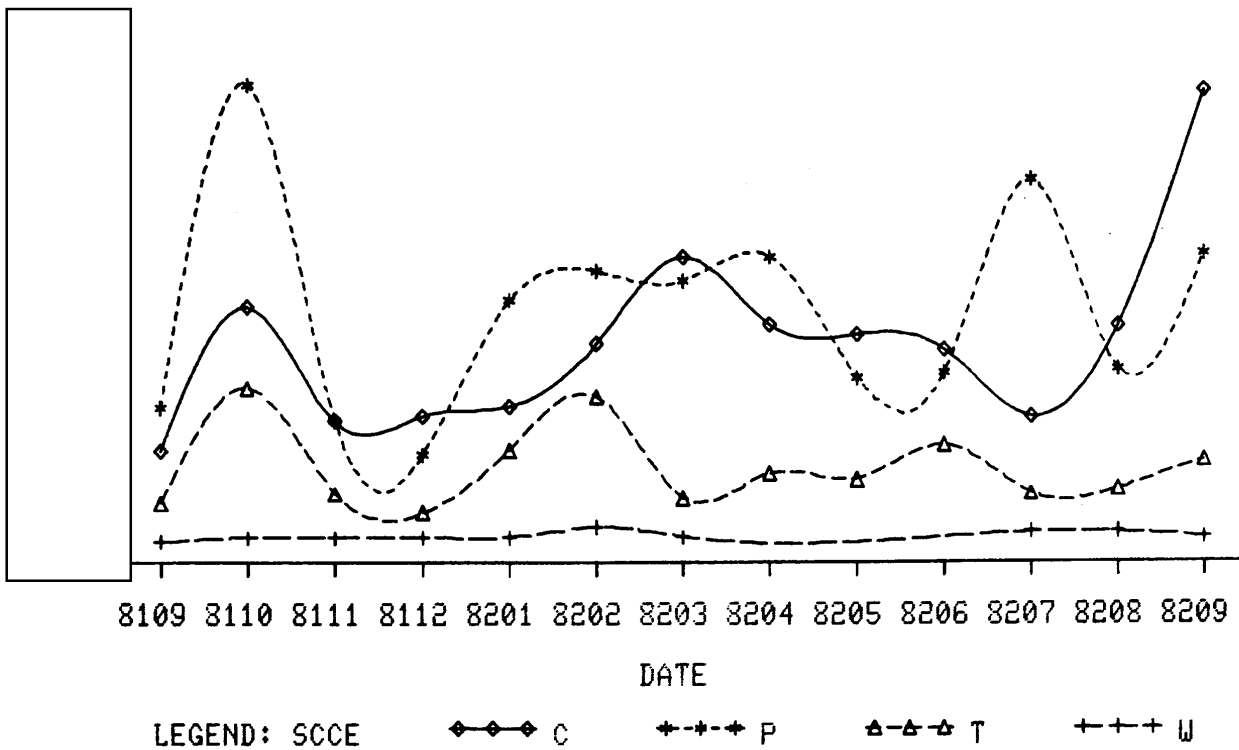
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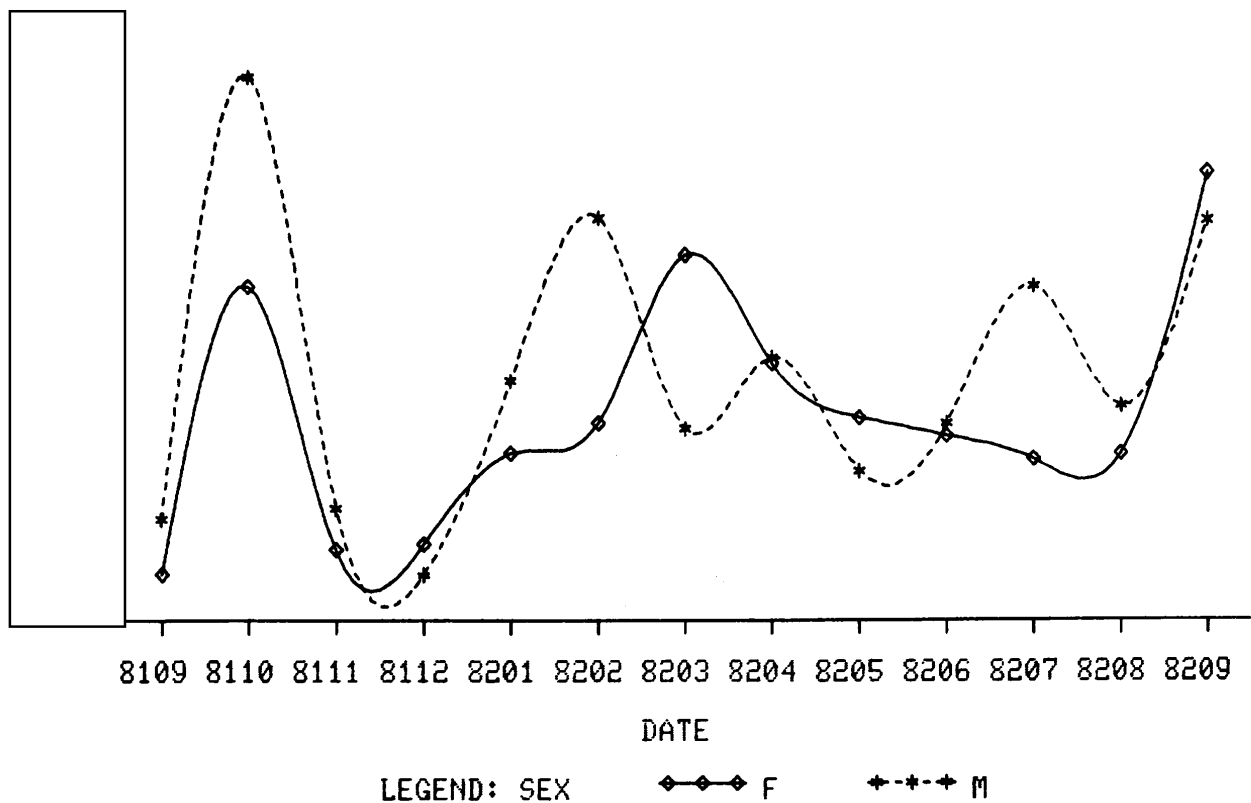
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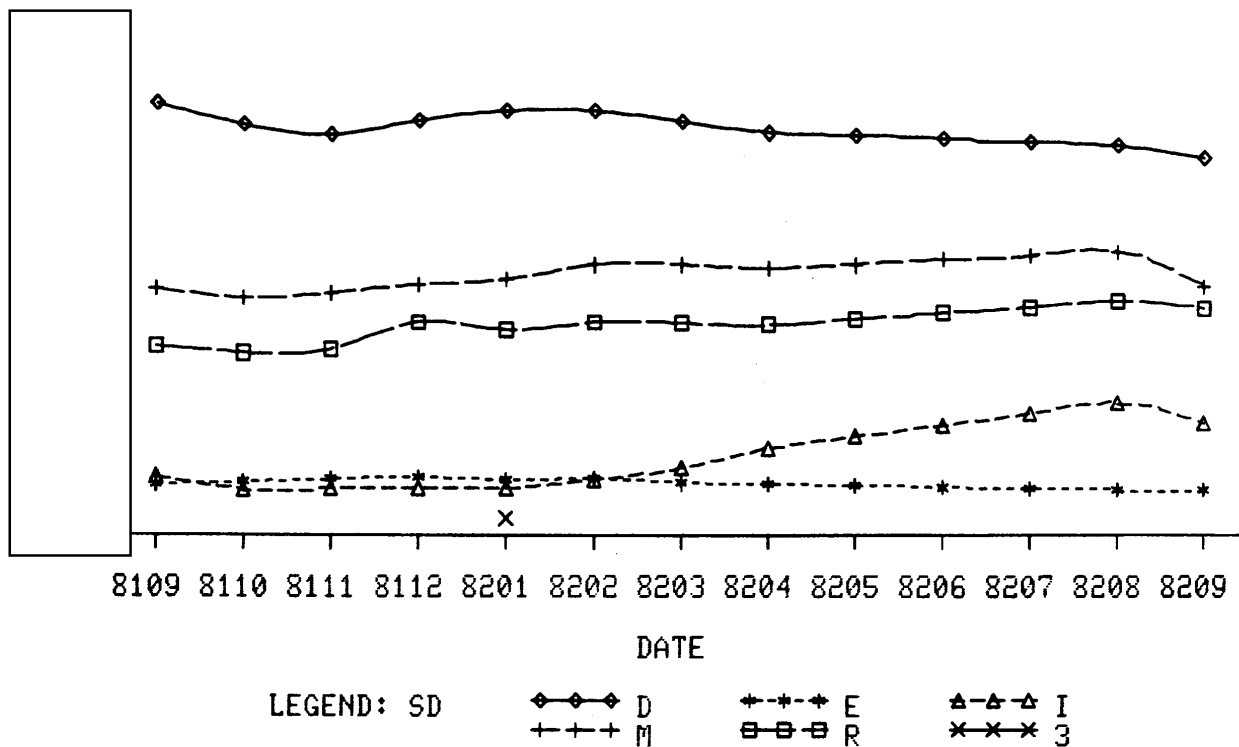
ACCESSIONS BY SEX



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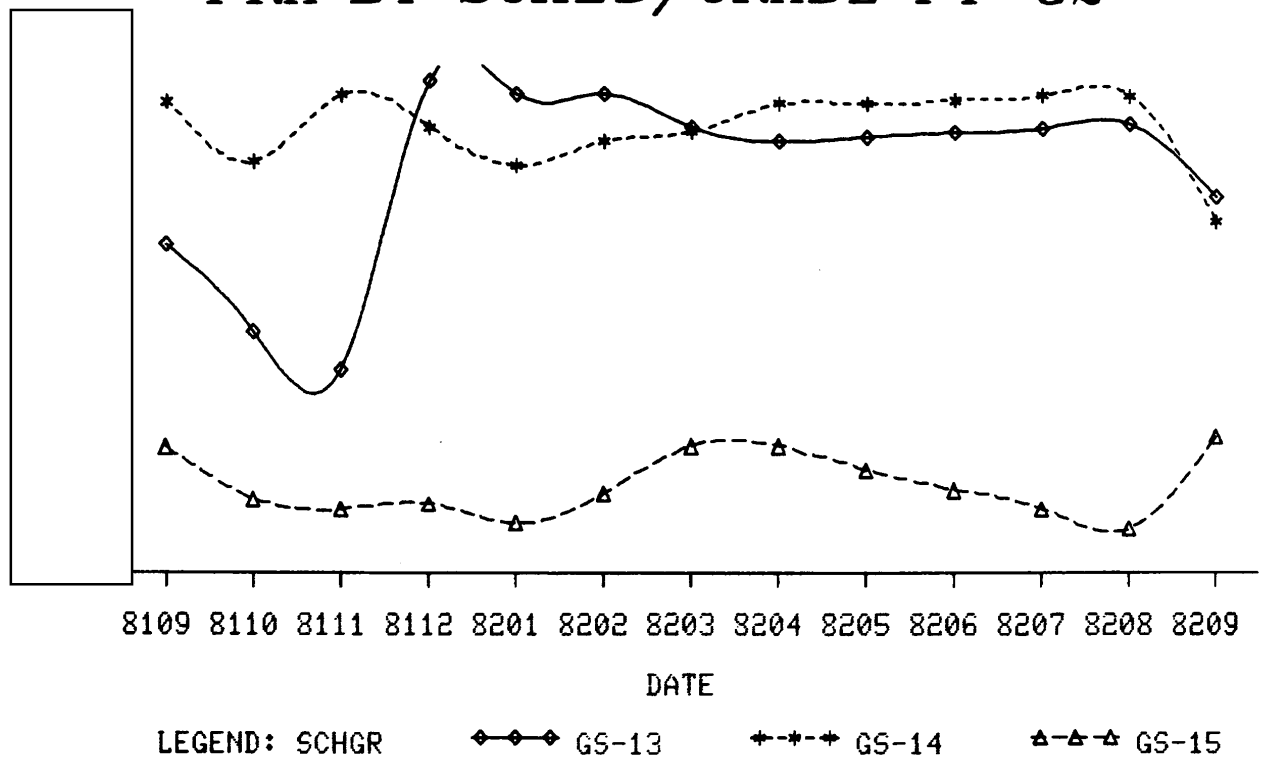
PRA BY SD FY-82



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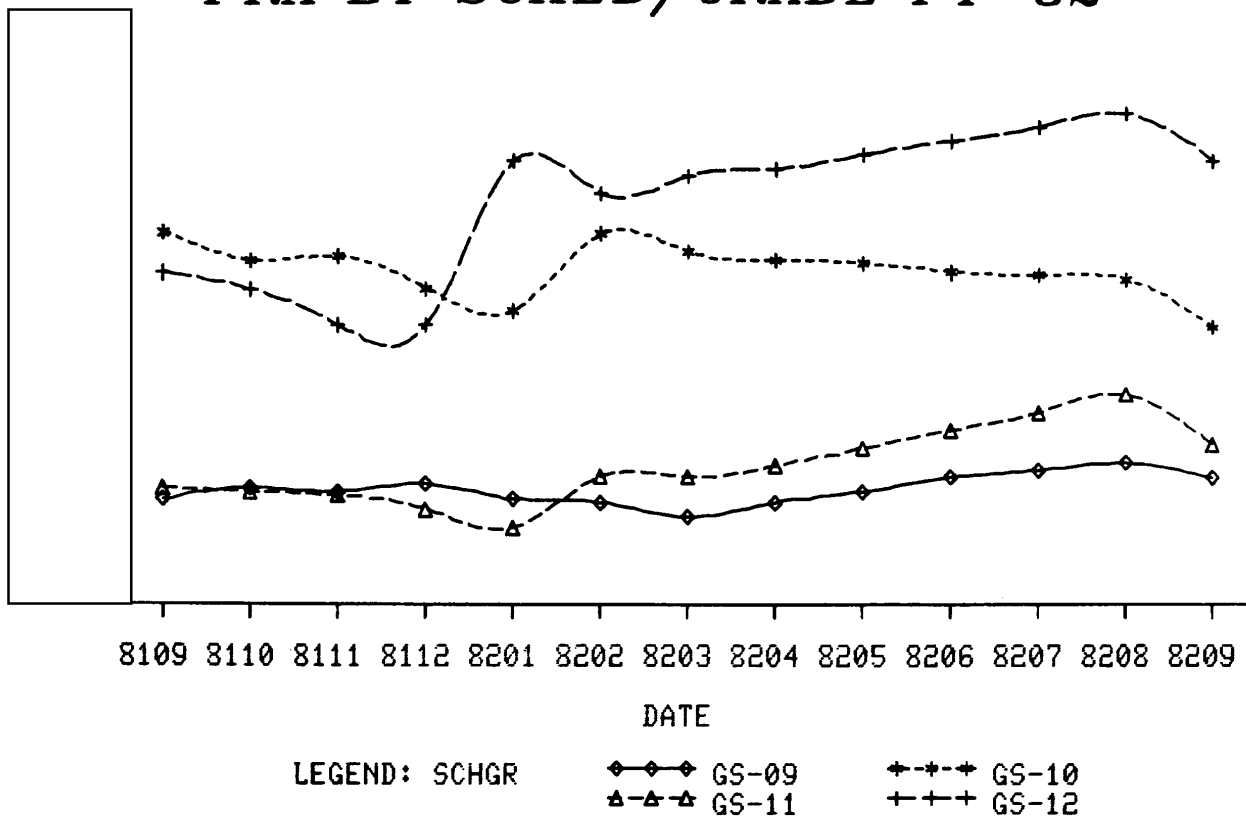
PRA BY SCHED/GRADE FY-82



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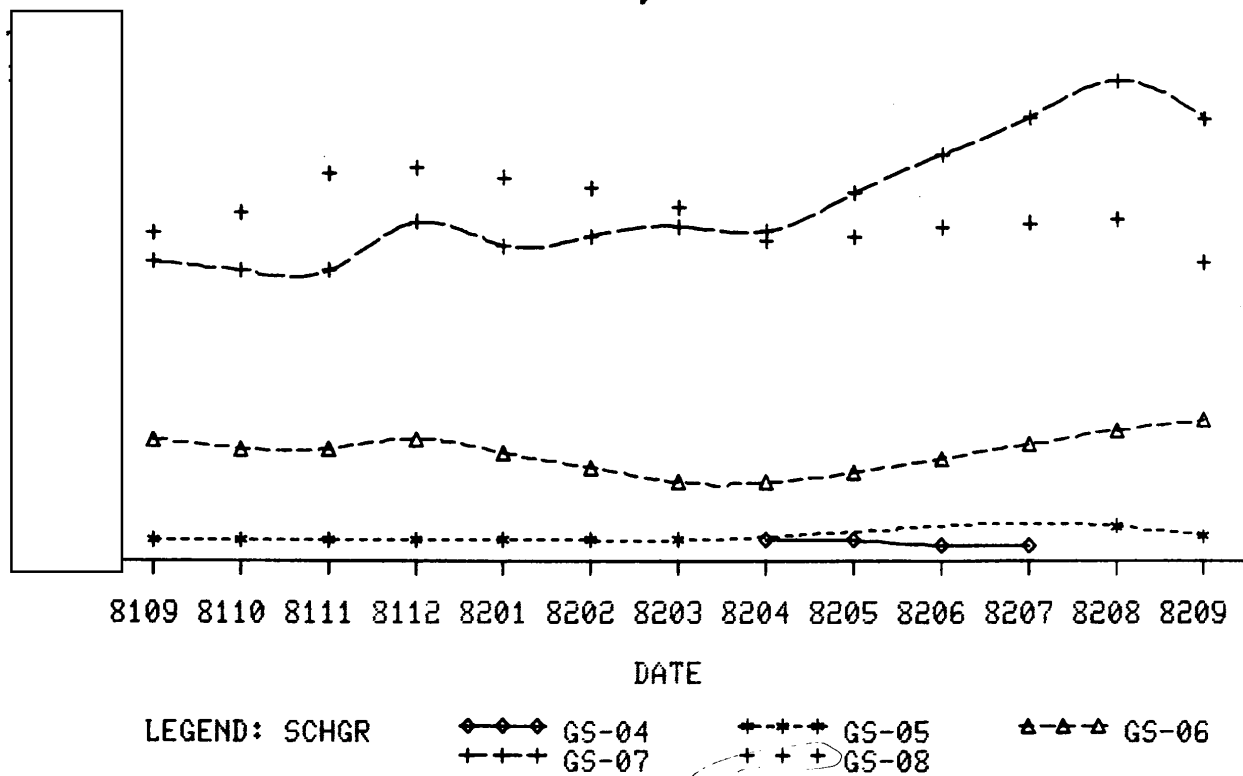
PRA BY SCHED/GRADE FY-82



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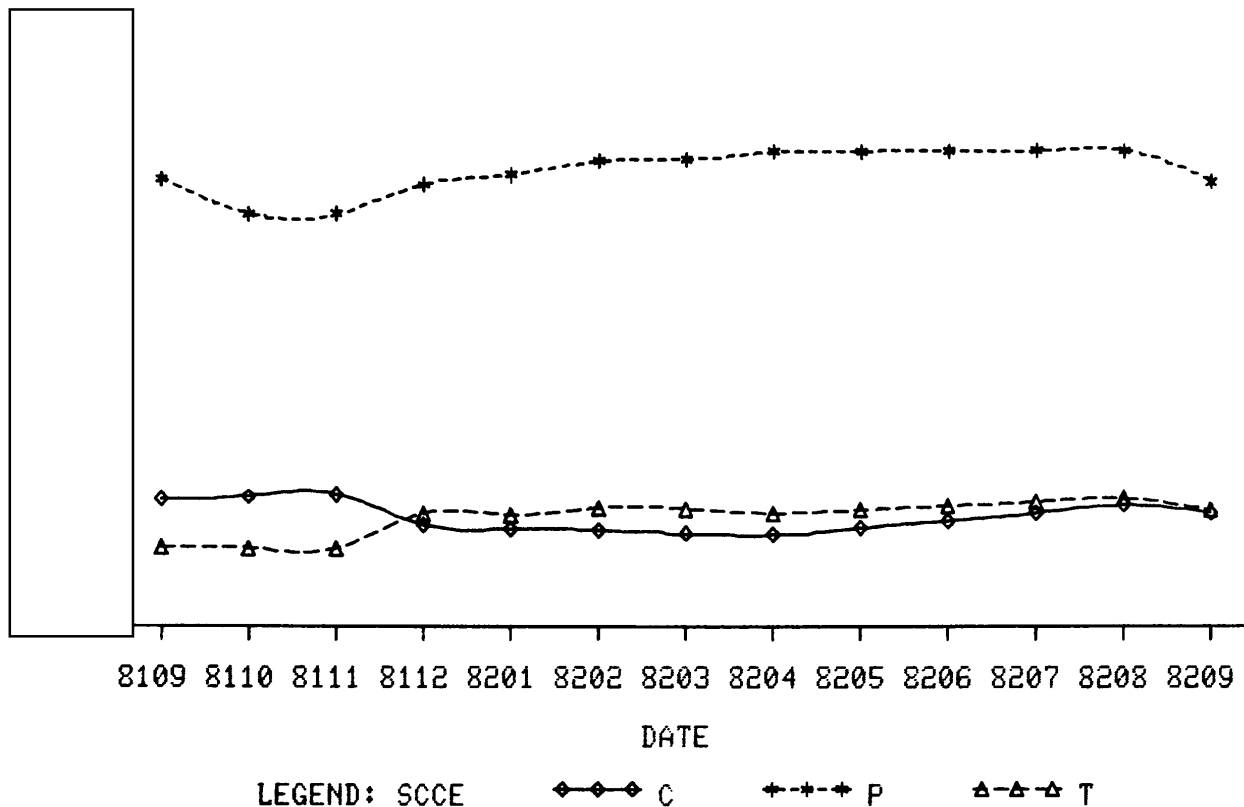
PRA BY SCHED/GRADE FY-82



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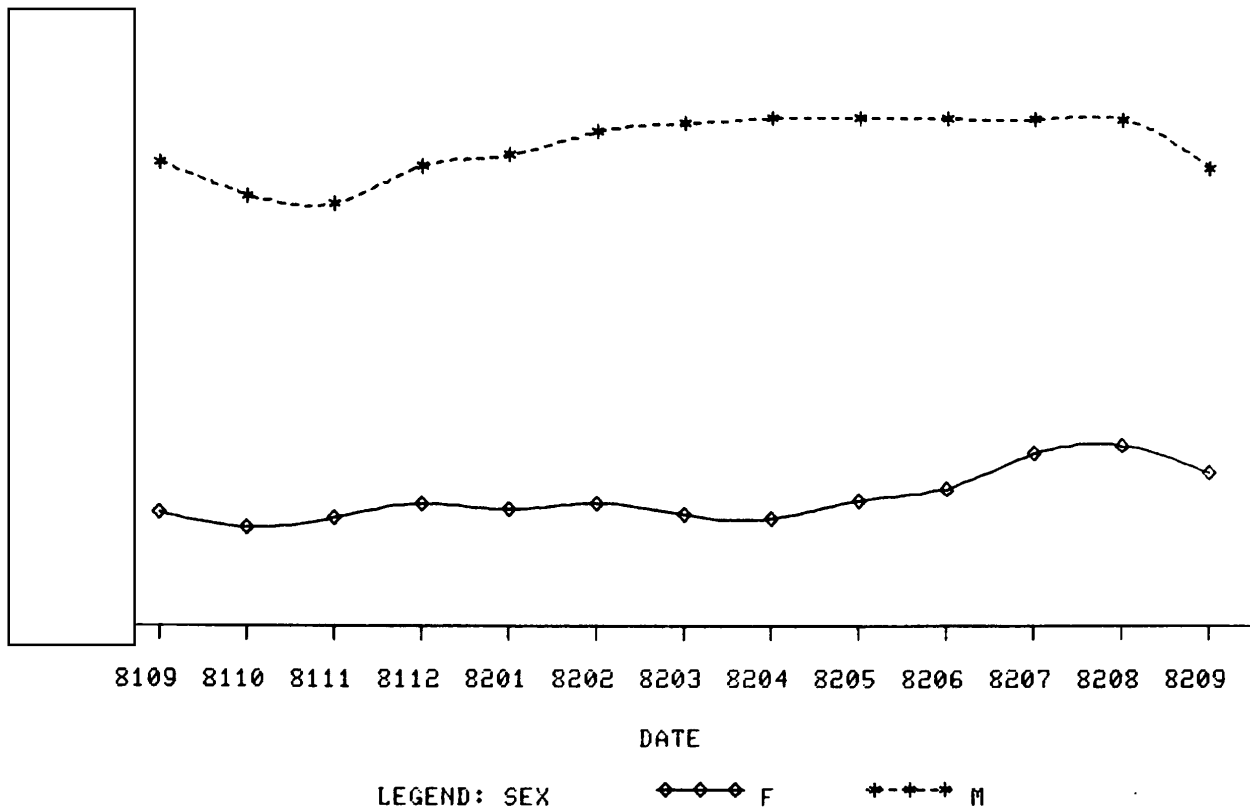
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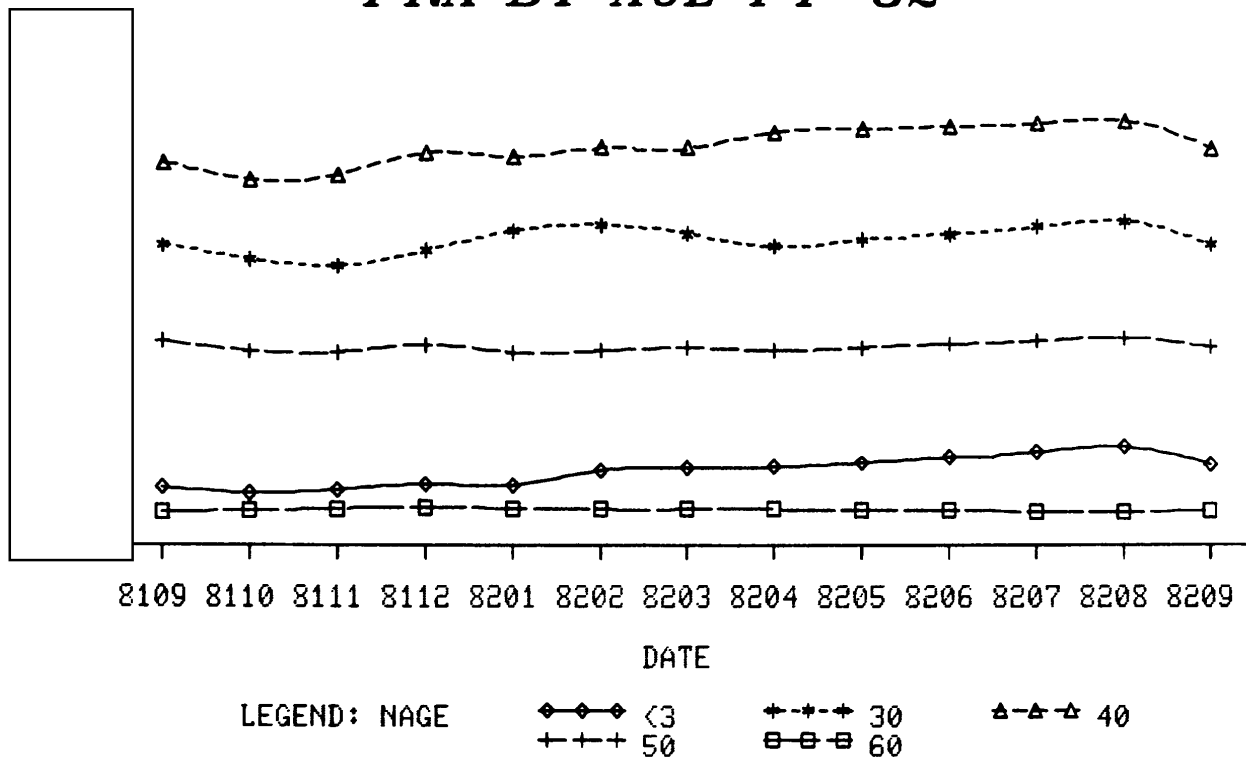
PRA BY SEX FY-82



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PRA BY AGE FY-82



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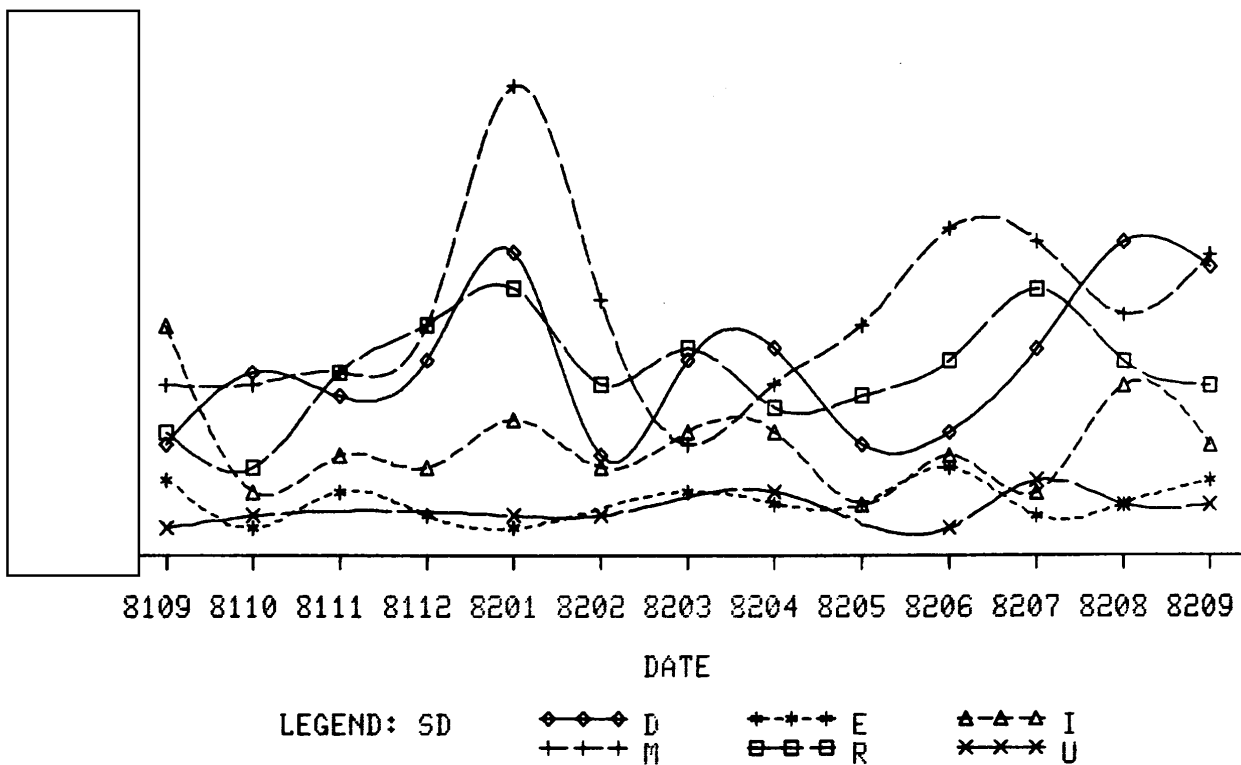
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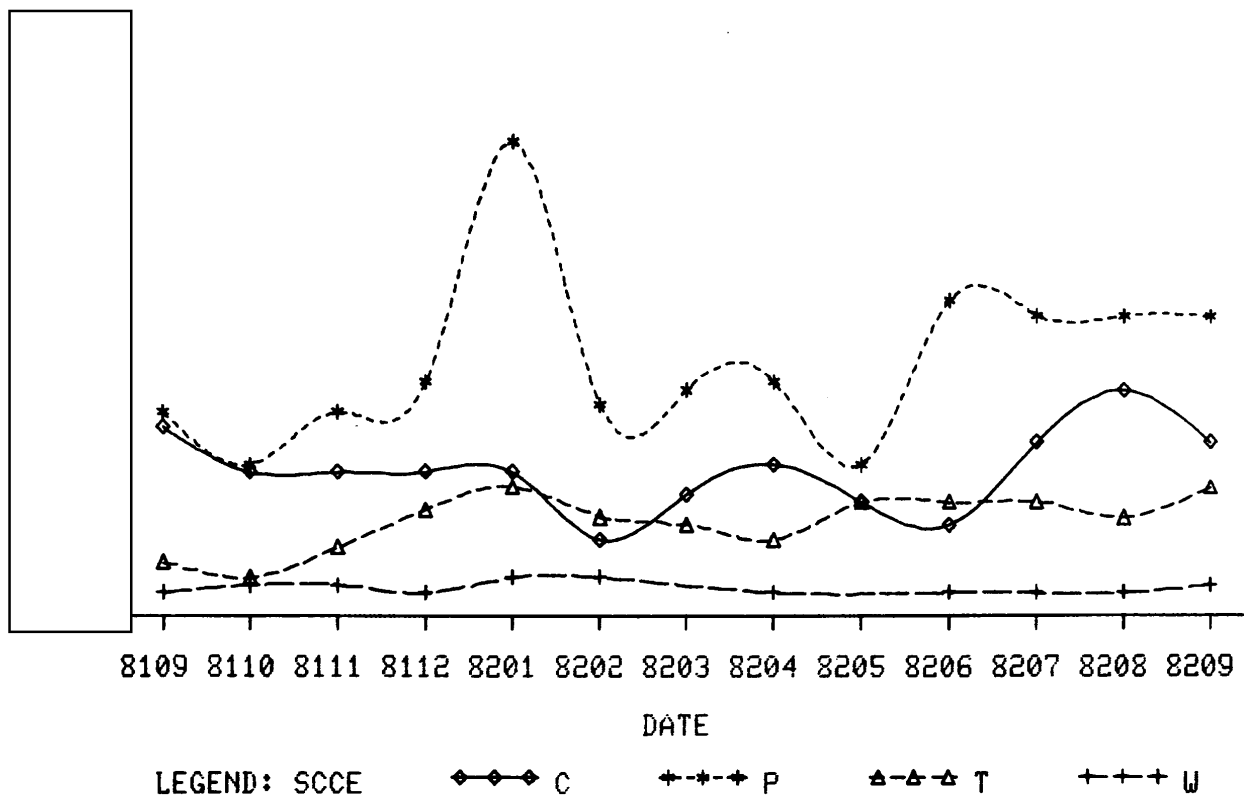
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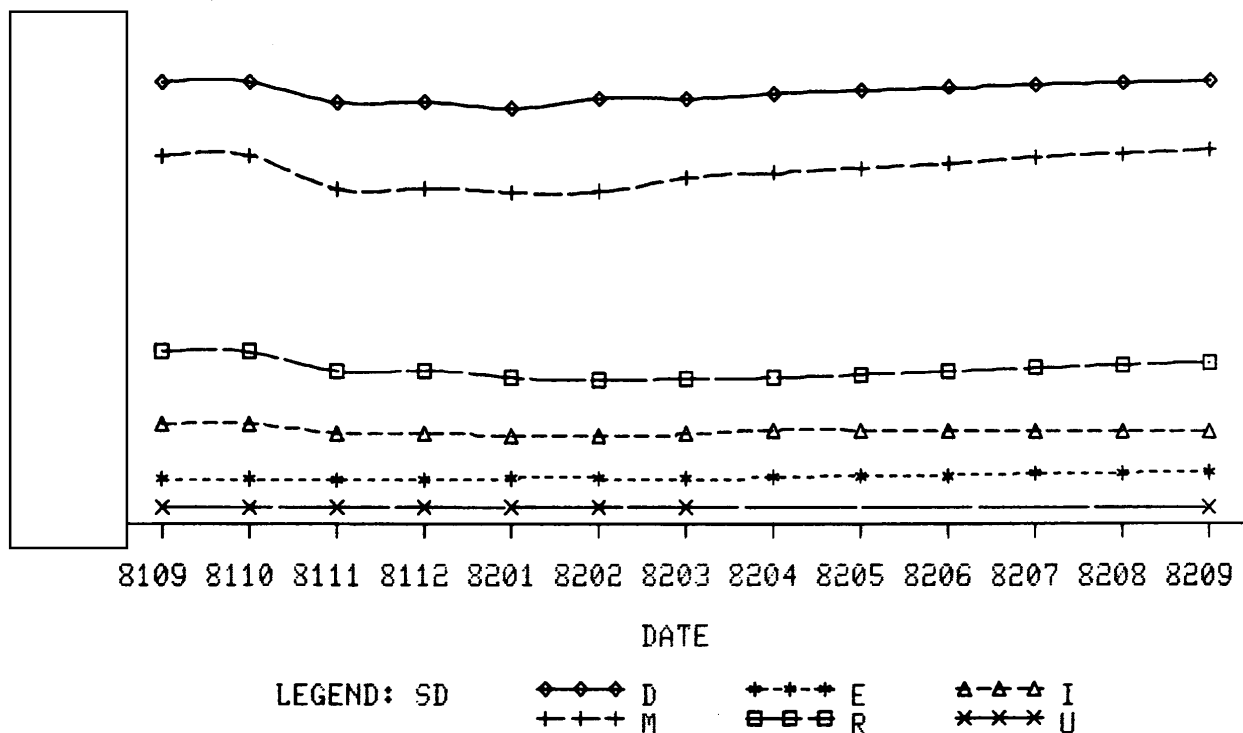
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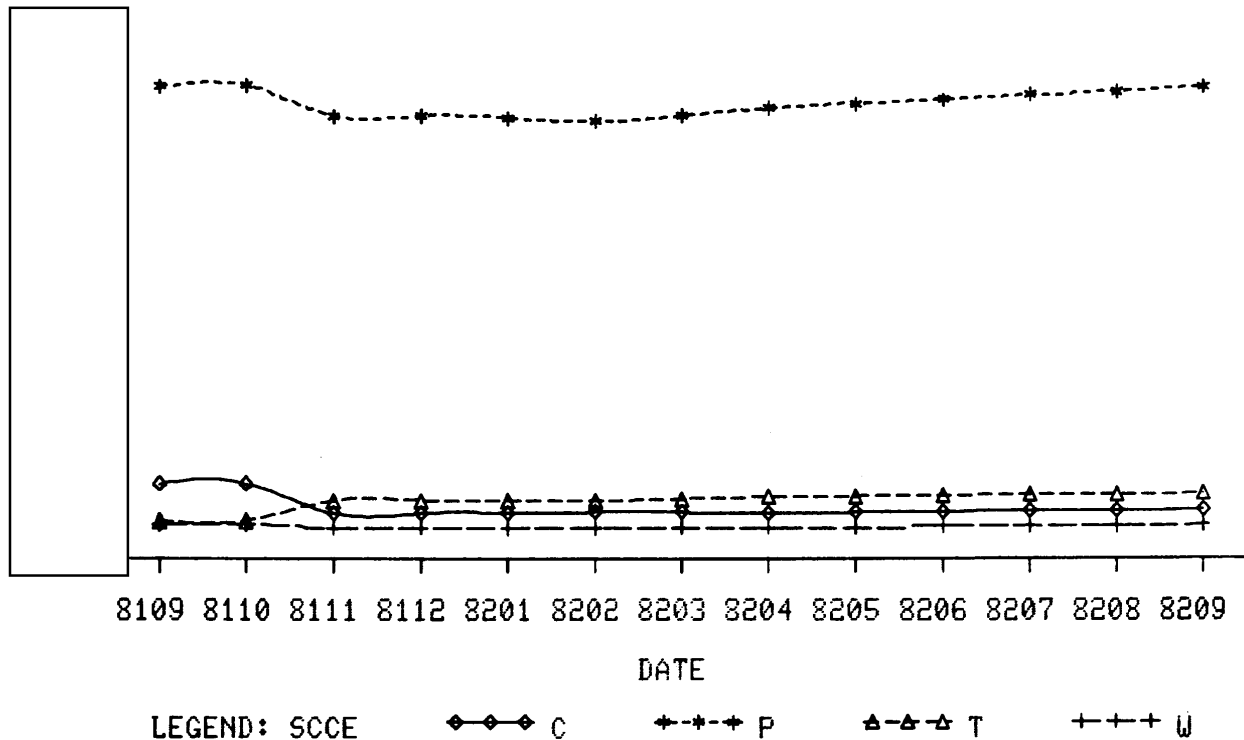
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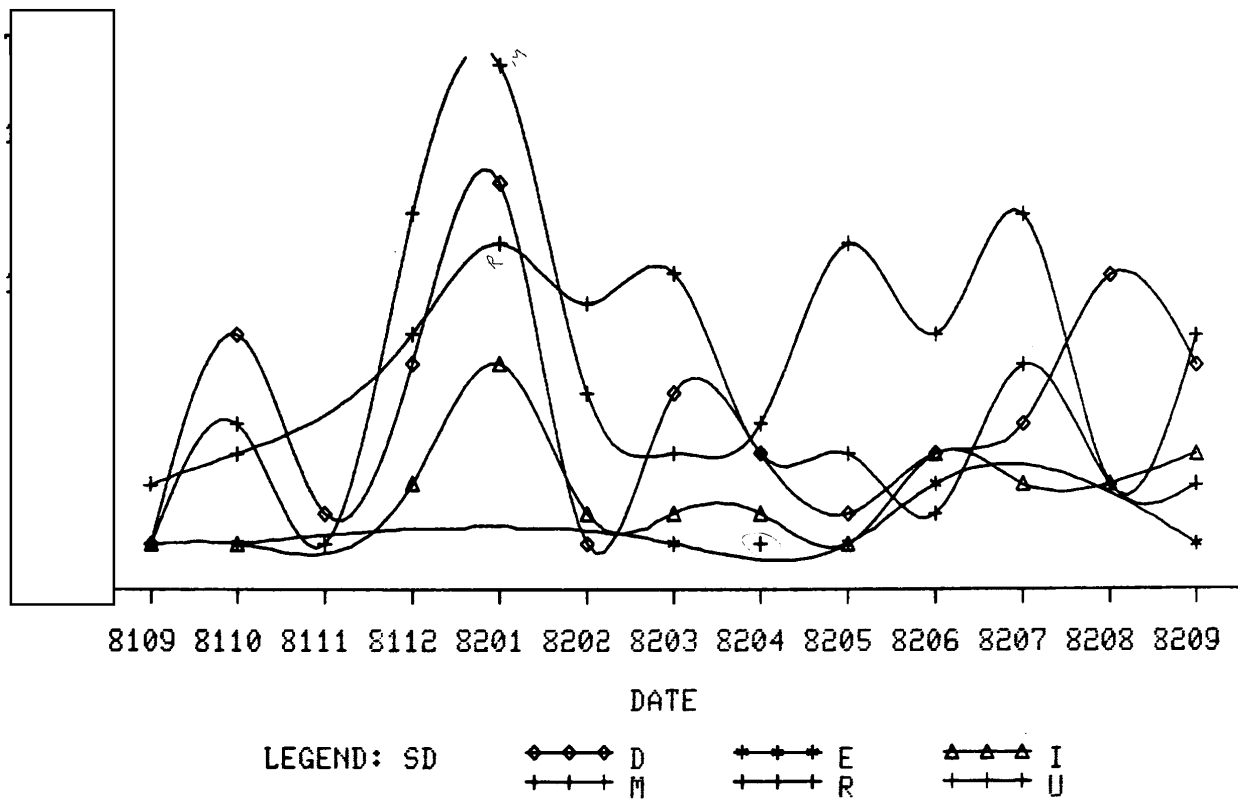
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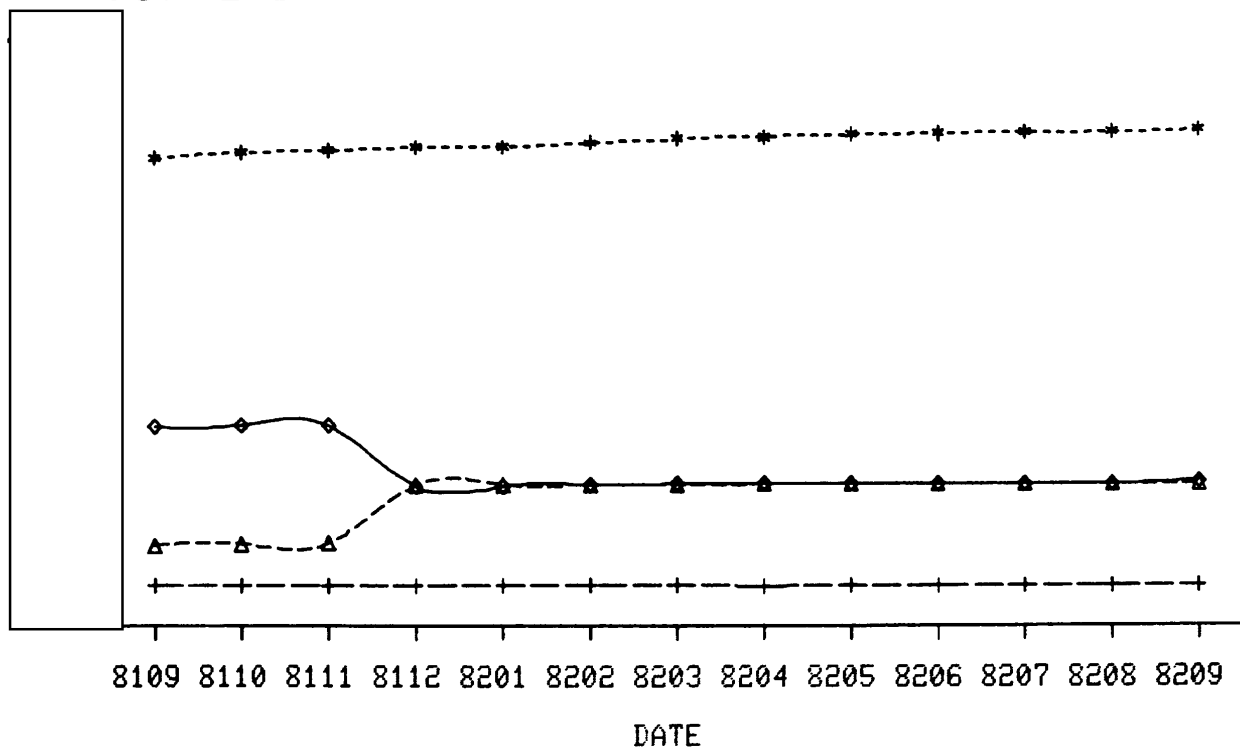
RETIREMENTS BY SD



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ON-DUTY BY SUB-CAT CODE FY-82



LEGEND: SCCE

◆◆◆ C

--* P

△-△-△ T

+ + + W

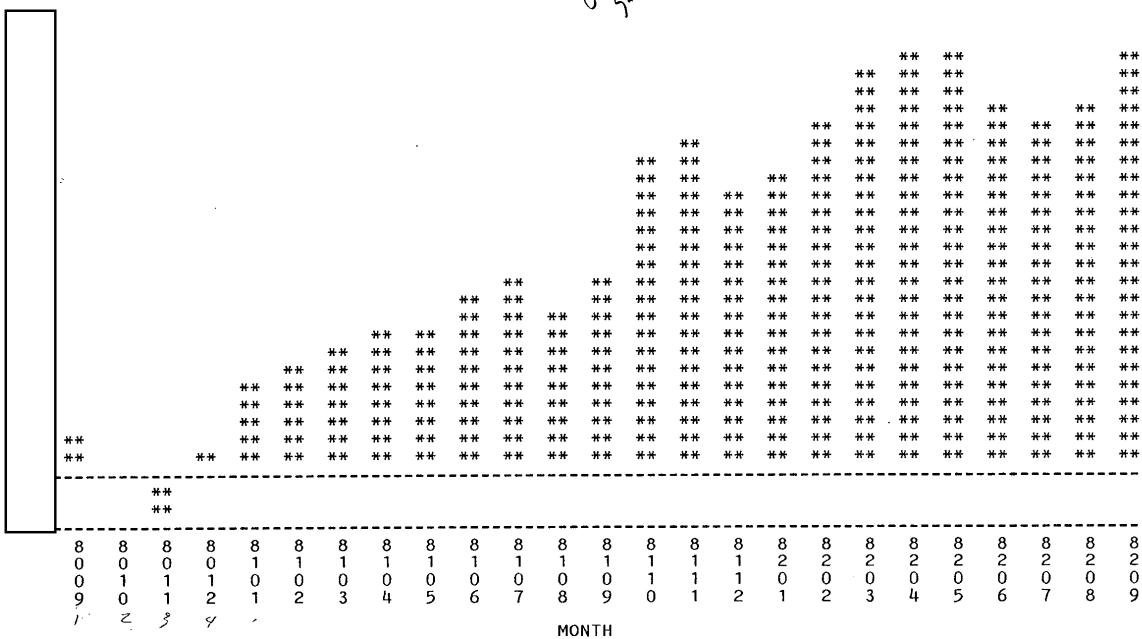
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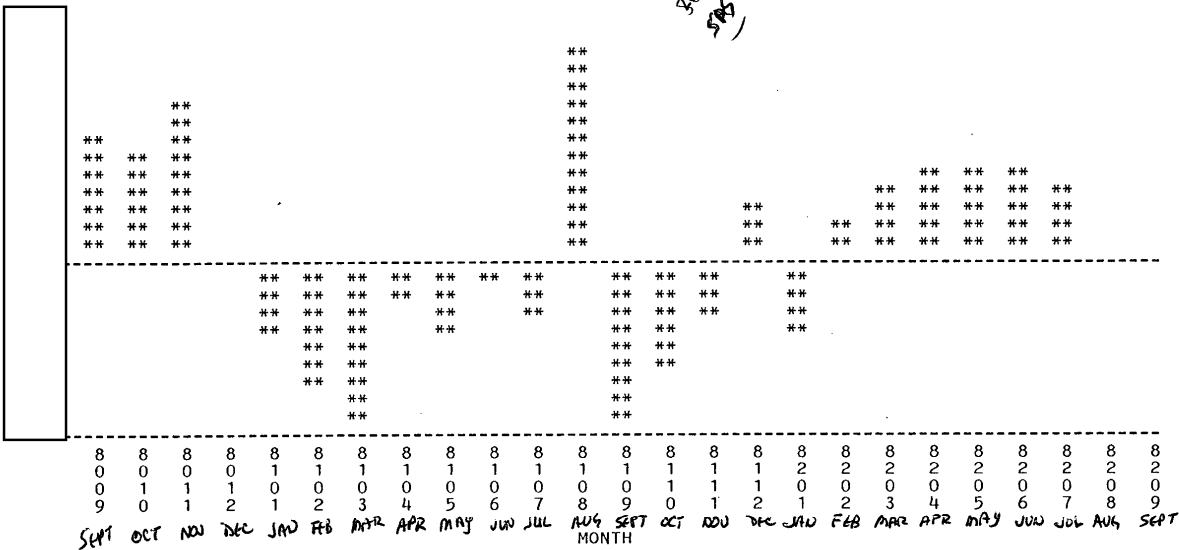
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CHART Q

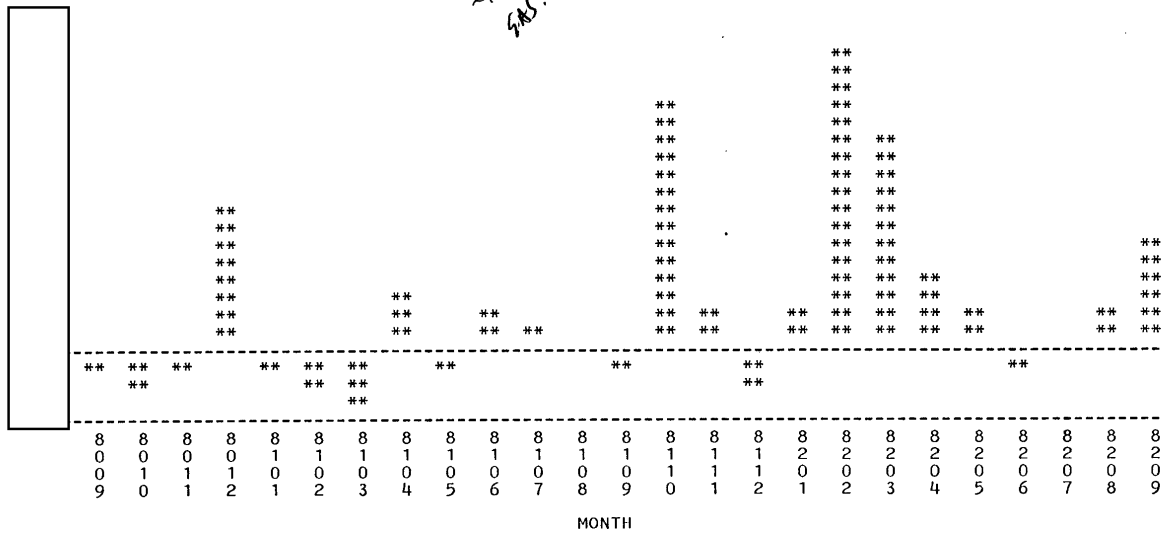
BAR CHART OF PCT



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ACCAGE	SAS	A1
ACCSCCE	SAS	A1
ACCSCHGR	SAS	A1
ACCSO	SAS	A1
ACCSR	SAS	A1

ACCESSIONS
FROM MINI-GAP

ODS	SAS	A1
ODSAGE	SAS	A1
ODSSCCE	SAS	A1
ODSSCHGR	SAS	A1
ODSSD	SAS	A1
ODSSR	SAS	A1

MONTH - BY - MONTH
ODS ACCUMULATIONS

PRAAGE	SAS	A1
PRASCCE	SAS	A1
PRASCHGR	SAS	A1
PRASD	SAS	A1
PRASR	SAS	A1

MONTH - BY - MONTH
PRA ACCUMULATIONS

RETAGE	SAS	A1
RETSCE	SAS	A1
RETSCHGR	SAS	A1
RETSO	SAS	A1
RETSR	SAS	A1

RETIREMENTS
FROM MINI-GAP

RTMTAGE	SAS	A1
RTMTGR	SAS	A1
RTMTSCCE	SAS	A1
RTMTSD	SAS	A1
RTMTSR	SAS	A1

MONTH - BY - MONTH
RTMT ELIGIBLES
ACCUMULATIONS

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SEPSGR	SAS	A1

SEPARATIONS
FROM MINI-GAP

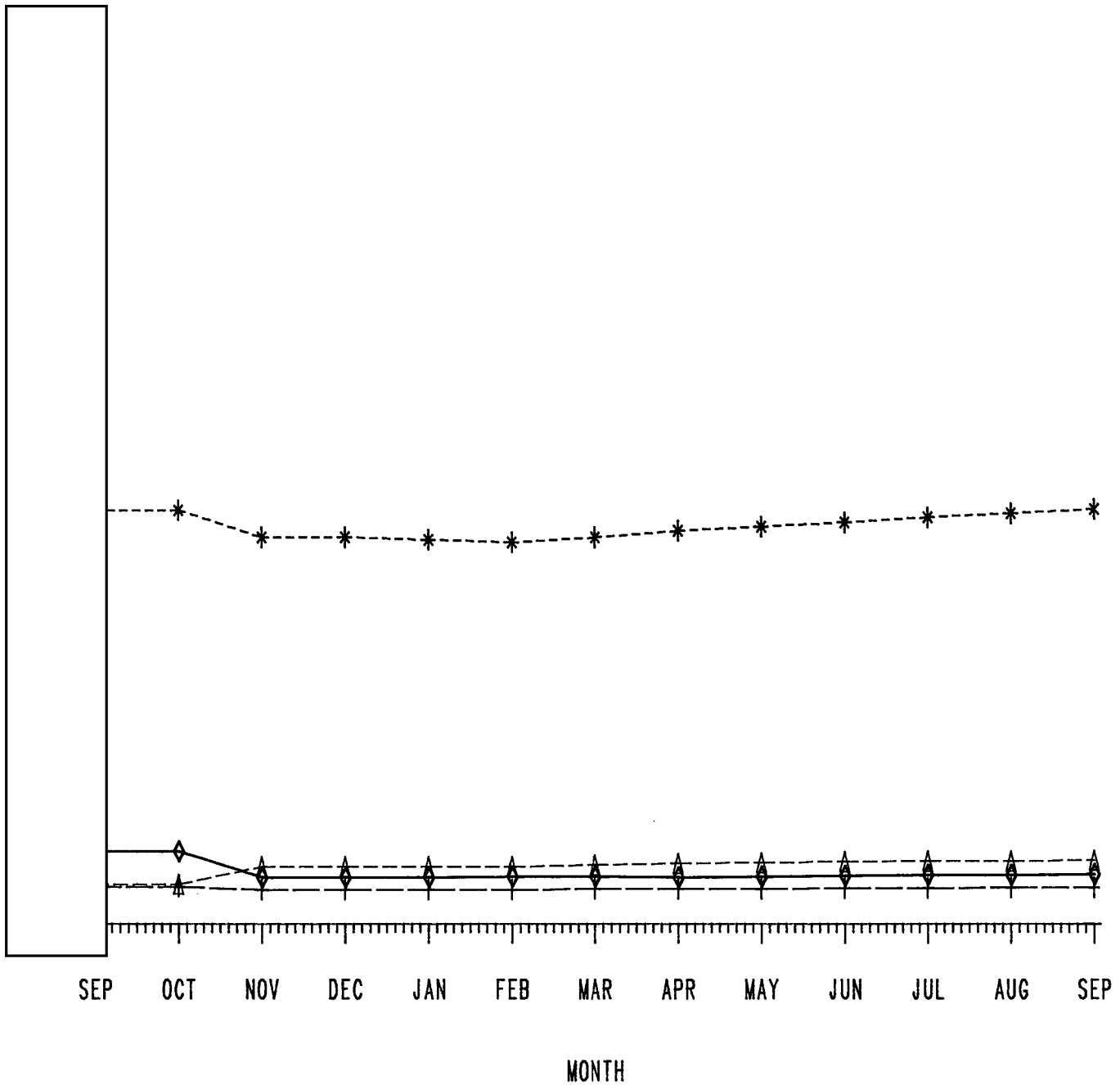
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SEPSSR SAS A1

SECRET

CHART N

25X1

RTMT ELIGIBLES BY SUB-CAT CODE



LEGEND: SCCE

◆◆◆ CLERICAL

*** PROFESSIONAL

△△△ TECHNICAL

+++ WAGE

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